

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: MALDEN HOUSING AUTHORITY

PHA Number: MA022

PHA Fiscal Year Beginning: (10/2001)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☒ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☒ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☒ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
 - ☒ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:

- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

II. Executive Summary of the Annual PHA Plan

The Malden Housing Authority embarked upon a major planning initiative in 1999 in preparation of its Five-Year and Annual Plan as required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA)

The Executive Director attended a NAHRO sponsored training on QHWRA and the requirements of the Five-Year Plan. In the preparation of the Plan, Malden Housing Authority Department Heads were consulted. City of Malden officials such as the Police Chief, Fire Chief, Building Inspector, Mayor, Plumbing Inspector and Electrical Inspector were also enlisted to assess the condition of the current public housing inventory and what improvement might be made therein.

Additionally, the Malden Redevelopment Authority, the local anti-poverty agency, a homeless shelter provider and members of the local housing task force were consulted to assist with the assessment of the local housing needs.

Finally, the Resident Advisory Board (RAB), the residents of the Malden Housing Authority and the community at large played a critical role in the development of the plan

The Plan as developed is a consolidated "blue print" for the operation of the Malden Housing Authority. The plan addresses the requirements such as **Flat Rents**, **Pest Control**, and **Pet Policy**, etc.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☒ FY 2001 Capital Fund Program Annual Statement – Attachment F
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart - Attachment V

- ☒ FY 2001 Capital Fund Program 5 Year Action Plan – Attachment G
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – Attachment S & T
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,671	5	5	2	2	1	1
Income >30% but <=50% of AMI	2,629	5	5	2	2	1	1
Income >50% but <80% of AMI	2,911	5	4	2	2	1	1
Elderly	1,163						
Families with Disabilities	1,676						

Race/Ethnicity/Black	114						
Race/Ethnicity/Asian	105						
Race/Ethnicity/Hispanic	85						
Race/Ethnicity/White	3,219						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
Comprehensive Housing Affordability Strategy Databook Bay Area Economics, 2001

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3198	100%	
Extremely low income <=30% AMI	2299	72%	

Very low income (>30% but <=50% AMI)	713	23%	
Low income (>50% but <80% AMI)	186	5%	
Families with children	1883	58%	
Elderly families	493	15%	
Families with Disabilities	283	8%	
Race/ethnicity/white	1510	47%	
Race/ethnicity/Hisp.	448	14%	
Race/ethnicity/Black	883	27%	
Race/ethnicity/Indian	27	Less than 1%	
Race/ethnicity/Asian	330	11%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1147	65%	
2 BR	352	19%	
3 BR	235	14%	
4 BR	28	2%	
5 BR	1	Less than 1%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 3 Months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☐ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		-
a) Public Housing Operating Fund	1,457,000	-
b) Public Housing Capital Fund	2,213,946	-
c) HOPE VI Revitalization	-	-
d) HOPE VI Demolition	-	-
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,202,640	-
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	242,498	-
g) Resident Opportunity and Self-Sufficiency Grants	-	-
h) Community Development Block Grant	-	-
i) HOME	-	-
Other Federal Grants (list below)	-	-
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	-	-
	-	-
	-	-
3. Public Housing Dwelling Rental Income	3,432,000	
Non Dwelling Income	26,930	
Excess Utilities	34,500	
4. Other income (list below)		
Interest	228,000	
Misc.	28,000	
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	11,865,514	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ☒ When families are within a certain number of being offered a unit: (state number)
10
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)
- c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list
(select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☒ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

"2" Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- ☐ Other (describe below)
- ☒ None

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: **At request of Voucher Holder**

(4) Admissions Preferences

- a. Income targeting

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☒ Other (list below) Local Access TV

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☒ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
☒ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)
A. Any time there is a change in family composition
B. Any time there is an income decrease

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☒ The section 8 rent reasonableness study of comparable housing
 - ☒ Survey of rents listed in local newspaper
 - ☒ Survey of similar unassisted units in the neighborhood
 - ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☒ Above 110% of FMR (if HUD approved; describe circumstances below)
A. As a reasonable accommodation for a person with disabilities.

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☒ Other (list below) **Market Conditions**

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	987	100
Section 8 Vouchers	670	
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	85	N/A
Other Federal Programs(list individually)	N/A	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Management and Maintenance Policies:

1. **Public Housing Maintenance Management**
 - **Drug Free Workplace**
 - **Personnel Policy**
 - **Sexual Harassment Policy**

- **Family and Medical Leave Policy**
- **Procurement Policy**
- **Tenant Selection and Admission Policy**
- **Investment Policy**
- **Disposition Policy**
- **Grievance Policy**
- **Vehicle Usage Policy**
- **Transfer Policy**
- **Resident Handbook**
- **Pest Control Policy**
- **Preventative Maintenance Policy**
- **Pet Policy**
- **Capitalization Policy**
- **Administration of a Community Service and Economic Self-Sufficiency Program**

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☒ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing

procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number MA06P02250101 FFY of Grant Approval: (04/2001)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	7,000
4	1410 Administration	40,000
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	0
8	1440 Site Acquisition	2,000,000
9	1450 Site Improvement	0
10	1460 Dwelling Structures	110,000
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	56,946
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	2,213,946
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	7,000
24	Amount of line 20 Related to Energy Conservation Measures	0

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MA 22-2	Replace mail boxes at all units	1460	10,000
Suffolk Manor			
PHA Wide	Extermination of insects and pigeon control	1460	20,000
MA 22-1, MA 22-2, MA 22-3, MA 22-5, MA 22-6, MA 22-9			
MA 22-5	Separate Domestic Hot Water System from Heating System	1460	50,000
120 Mountain Avenue			
MA22-1, 22-5, 22-6, 22-9	Installation of security cameras at entrances and exits	1460	25,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MA 22-2 Suffolk Manor	10/01/2001	12/30/2001
MA 22-1, MA 22-2, MA 22-3, MA 22-5, MA 22-6, MA 22-9 MA 22-5	10/01/2001	09/30/2002
120 Mountain Ave.	12/30/2001	03/31/2002
MA 22-3, 22-5, 22-6, 22-9	12/30/2001	03/31/2002

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name
- or-
- ☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Malden Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
MA 22-3		8,000	8,000	8,000	8,000
HA – Wide		20,000	20,000	20,000	20,000
CFP Funds Listed for 5-year Planning		28,000	28,000	28,000	28,000
Replacement Housing Factor Funds		0	0	0	0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY:			Activities for Year: 3 FFY Grant:2003 PHA FY:		
	DEVELOPMENT NAME/NUMBER	MAJOR WORK CATEGORIES	ESTIMATED COST	DEVELOPMENT NAME/NUMBER	MAJOR WORK CATEGORIES	ESTIMATED COST
See	MA 22-3			MA 22-3		
Annual	630 Salem St.	Security Guard	8,000	630 Salem St.	Security Guard	8,000
Statement						
	HA Wide	Extermination	20,000	HA Wide	Extermination	20,000
		(Insect control)			(Insect control)	
						3
						.
		TOTAL CFP ESTIMATED COST	\$28,000			\$28,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2005		
DEVELOPMENT NAME/NUMBER	MAJOR WORK CATEGORIES	ESTIMATED COST	DEVELOPMENT NAME/NUMBER	MAJOR WORK CATEGORIES	ESTIMATED COST
MA 22-3			MA 22-3		
630 Salem St.	Security Guard	8,000	630 Salem St.	Security Guard	8,000
HA Wide	Extermination	20,000	HA Wide	Extermination	20,000
	(Insect control)			(Insect control)	
					3
					.
	TOTAL CFP ESTIMATED COST	\$28,000			\$28,000

(2) Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MA 22-1,22-2, 22-3,22-5,22-6, 22-9	PHA Wide	8	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Extermination of insects and pigeon control			20,000	10/1/2001
Total estimated cost over next 5 years			100,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MA 22-3	630 Salem Street	2	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Utilization of a security guard in the evenings			8,000	10/1/2001
Total estimated cost over next 5 years			40,000	

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one)

<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
☐ Requirements no longer applicable: vacancy rates are less than 10 percent
☐ Requirements no longer applicable: site now has less than 300 units
☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for

each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs

- ☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☒ Other (describe)

The MHA has met with and cooperated with the local TANF agency. Although no formal cooperative agreement exists, we are partners in a variety of working programs.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
☐ Public housing admissions policies
☒ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self Sufficiency	20	Section 8 Participants	PHA Main Office	Section 8 + Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	31	20: as of 06/01/01

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

MA022-1 Newland Street

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)

A.) Community Policy Patrols

B.) Drug Education & Awareness Programs

2. Which developments are most affected? (list below)

MA022-1 Newland Street

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

MA022-1 Newland Street

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ma022bb01

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached at Attachment (File name)
☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☒ The PHA changed portions of the PHA Plan in response to comments
List changes below:
☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)
- b. Eligible candidates: (select one)
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **North Suburban Consortium, consisting of the following seven (7) cities and towns: Malden, Melrose, Medford, Chelsea, Arlington, Revere and Everett**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

A.) Development of Affordable Housing

B.) Inclusionary Zoning Ordinance

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

A.) Certification

D. Other Information Required by HUD

The Malden Housing Authority's definition of a Substantial Deviation, Significant Amendment or Modification to the Plan is the following:

1. Changes to rent or admissions policies, or organization of the waiting list;
2. Addition of non-emergency work items (items not included in the current Annual Statement or 5 Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
3. Additions of new activities not included in the current PHDEP Plan; and/or
4. Any change with regard to demolition or disposition, designation, homeownership, program or conversion activities.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A –	Eligibility and Admissions Policy
Attachment B –	Administrative Plan for Section 8 Program
Attachment C –	Personnel Policy
Attachment D –	Procurement Policy
Attachment E –	Pet Policy
Attachment F*–	Capital Fund Program Annual Statement
Attachment G*–	Capital Fund Program 5-Year Action Plan
Attachment H –	Pest Control Policy
Attachment I –	Sexual Harassment Policy
Attachment J –	Investment Policy
Attachment K –	Capitalization Policy
Attachment L –	Vehicle Use Policy
Attachment M –	Transfer Policy
Attachment N –	Tenant Grievance Policy
Attachment O –	Preventative Maintenance Plan
Attachment P –	FSS Annual Report
Attachment Q –	Certification of Consistency with the Consolidated Plan
Attachment R –	PHA Certification of Compliance
Attachment S –	RAB Meeting Notes
Attachment T –	Tenant Comments
Attachment U –	Tenant Handbook
Attachment W –	PHA Management Organization Chart
Attachment X –	Administration of Community Service and Economic Self-Sufficiency Policy
Attachment Y –	Annual Statement/Performance and Evaluation Report
Attachment Z -	Deconcentration and Income Mixing
Attachment AA -	Performance and Evaluation Report for MA06PO22708-99 Program
Attachment BB -	PHDEP Plan
Attachment CC -	Statement of Progress
Attachment DD –	Resident Membership of the PHA Governing Board
* - Indicates included in Actual Plan (not an attachment)	

2/1/2000

SECTION ONE: ELIGIBILITY AND ADMISSIONS POLICY

Both family and elderly applicants, whose income is below the eligibility income and meet the other standards of occupancy described below, will be eligible without regard to race, color, familial status, sexual orientation, creed, religion, family composition, disability, sex or national origin to participate in the programs and activities of the Malden Housing Authority.

- 1.1 Preference to Local Residents - Eligible families/elderly who are current residents of Malden or who are working in Malden or who have been notified that they have been hired to work in Malden will receive a preference for placement in housing before non residents. However, no specific period of time of residency or employment will be required to receive such preference. (See Section 1.16 of this policy for order of selection priorities.)
- 1.2 Application Procedure - An application for housing will be received by the Authority during established business hours at a centrally located office from all persons who wish to apply. This application must be signed by a person listed on the application who acts as the responsible head of household. The Authority may choose to mail an application to those persons who so request or make a home visit to accept an application if the applicant is disabled and physically unable to come to the office in person. The application will be dated and time stamped when received.

The Authority is presently accepting applications during regular business hours on Monday through Friday of each week. If Monday is a holiday, applications are received on Tuesday through Friday. Applications received on non-application days via mail are entered in the order in which received as determined by the date/time stamp on the application.

The Authority will inform each applicant of the bedroom size waiting list they are to be placed on as determined by the Authority. However, the Authority will also allow applicants who have children of the opposite sex age ten or under the option of choosing to be placed on a waiting list for a smaller size unit if this will reduce the applicant waiting period for housing assistance. If the applicant chooses a smaller size unit than determined by the data system, the applicant will not be given a preference for transfer on the basis of "underhoused" unless there has been a change in the family size since initial occupancy. Applicants may choose a smaller size unit in accordance with the occupancy standards listed in Section 1.17 of this policy.

- 1.3 Master Log - All applications filed will be entered on a "Master Log," assigned a record number.
- 1.4 Waiting List - Preliminary Eligibility - The applicant will be entered on the waiting list by date and time of application in the appropriate bedroom size and priority

- category in accordance with the information as shown on the application filed by the applicant. A written confirmation of applicant status will be mailed to the applicant, when feasible, within thirty days of receipt of the application. However, a final determination of eligibility will not be made at this time.
- 1.5

Final Application Procedures

- 1.5 Application Procedure - As the applicant name approaches the top of the waiting list and it is likely that the applicant will be offered a unit the Authority will send a letter to the applicant and request the applicant contact an Authority staff person who will schedule an interview in person or via-telephone with the Applicant to review the application for accuracy and completeness and also determine what other information will be necessary in order to complete the PHA's screening requirements and make a final eligibility determination.
- 1.6 Authorization to Release Information - The applicant will also be required to sign an "Authorization to Release Information" form which will allow the Authority to request information from other sources (i.e., landlords, parole officers, social workers, physicians, substance abuse programs, or court systems) who may be able to offer specific information about the applicant's ability and willingness to adhere to the requirements of the PHA's lease. Additional information on applicant screening other than verifications related to program eligibility and waiting list priorities is described in the Applicant Screening Policy and Procedure attached as Exhibit I.
- 1.7 Third Party Verification - The Authority staff will inform the applicant orally and also hand the applicant a standard form outlining the proof or documentation that will be necessary to determine program eligibility. The applicant will be given thirty days to respond and provide the necessary financial information. During the thirty day period, the application will be held in a screening status. The Authority will also be seeking information on the applicants ability and willing to comply with the terms of the PHA's lease. If additional time is required in order to receive proper verifications the PHA can extend the screening status period for an additional thirty days after which it will be closed if the information required has not been provided. A notice of such closure will be mailed to the applicant. The Authority will require "Third Party Verification" of all income and assets.
- 1.8 Landlord Report - A Landlord Verification Form will be completed and sent to the applicant's current and former landlords covering at least a five year period. If the resident has lived at one location for five years or more, a (one) former landlord will need to be contacted. The applicant will be informed that this form is being sent and asked to provide the name and address of the former

landlord(s) and will be required to sign the landlord report form so as to authorize release of the information requested.

- 1.9 Screening under the Fair Housing Amendments Act of 1988 - In accordance with provisions of the Fair Housing Amendments Act of 1988, the Authority will require all applicants to be screened for suitability for admission based on the following criteria:

- A. Past performance in meeting financial obligations, especially rent;
- B. A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety or welfare of other tenants, or cause damage to the unit or development;
- C. Involvement in criminal activity on the part of any applicant family member which would adversely affect, jeopardize, or threaten the health, safety or welfare of other tenants.
- D. A record of eviction from housing or termination from residential programs; and
- E. An applicant's misrepresentation of any information related to eligibility, award of preference or admission, allowances, family composition, income, assets, rent, previous residences, or references.

In order to confirm suitability for admission, the applicant will complete an amendment form to the application which asks a set of questions of the applicant and family members who will occupy the unit. The Authority will request permission to confirm all information provided. The questions are as follows:

- A. Are you able and willing to pay your rent in full when it is due?
- B. Are you able and willing to comply with all rules, regulations and policies regarding occupancy if you are accepted for tenancy with the Authority?
- C. Will you or a family member require a "reasonable accommodation" in order to meet the standards for admission and program access?
- D. Are you or a family member currently in a court-ordered substance abuse treatment program?
- E. Have you or a family member been convicted of a drug related crime or a crime of violence (e.g. assault and battery)?

1.9(A) Eligible Immigration Status

Non-citizens who are seeking admission into the programs shall provide the Malden Housing Authority with acceptable evidence of eligible immigration status. Acceptable evidence of eligible immigration status shall be the original of a document designated by the INS as acceptable evidence of immigration status in one of the six categories mentioned in 5.506(A) for the specific immigration status claimed by the individual.

If the applicant refuses to answer ^{all} of the questions on this form, their application will be considered incomplete and they will be found not eligible.

If an applicant does not answer questions truthfully and the answer constitutes a material misrepresentation such that if they had answered truthfully they would have been found not eligible, then the application shall be considered fraudulent and the applicant shall be found not eligible. If this misrepresentation becomes known after assignment to a unit, an immediate lease enforcement action will be started by the Authority.

- 1.10 Social Security Numbers Required - The Authority will require the applicant and all family members to provide their social security number. Refusal or failure to provide the social security number will be cause for a determination of non eligibility.
- 1.11 Confidential Information - All information in applicant's file will be treated as confidential.
- 1.12 Criminal Charges Pending - Applicants for housing who have been determined, through written documentation, to have been charged with a drug related or violent crime or with a felony or have not resolved any outstanding default warrants will have their admittance to housing delayed until such time as the applicant's case has been settled. At that time, the applicant's file will be reactivated and he/she will be offered a unit in accordance with their waiting list position. This policy will affect applicants waiting for assignment as well as those who have been assigned and accepted units but not yet been housed.
- 1.13 Determination of Eligibility - Upon receipt of all required information, the Authority will issue a written Determination of Eligibility or Non-Eligibility which will be promptly mailed to the applicant and entered in the resident files.

Appeal of a Finding of Ineligibility

- 1.14 Appeal Procedure (Ineligible) - This procedure applies to applicants determined to be ineligible or unqualified for admittance to the following federally-aided housing programs: all units assisted under the U.S. Housing Act of 1937 but excluding Section 23 and Section 10(c) housing projects, the Section 23 Housing Assistance Payments Program, and the Section 8 Housing Assistance Payments Program where the owners enter into leases directly with the residents.

A. Notification of Ineligibility - An applicant found ineligible or unqualified shall be notified of:

1. The specific reason(s) for the determination;
2. The source(s) of any information and specific facts on which the determination is based;
3. The right to request reconsideration in writing within ten (10) days if there is new and relevant information not previously considered by the PHA;
4. The right to request in writing a review of finding of ineligibility;
5. The right to be represented by counsel or other person of choice; and
6. The right to examine his/her file prior to reconsideration or review.

B. Written Appeal to the Executive Director:

If an applicant is found ineligible or unqualified at the time of preliminary or final determination, the applicant may:

1. Request, within ten (10) days of receipt of the notice from the PHA, a private conference with the PHA Executive Director who may designate a person not previously involved in the decision to conduct the conference and make a determination.
2. The conference shall be conducted, where feasible, within ten (10) days of receipt of the request for said conference and notice of same shall be given promptly in writing to the applicant.
3. The purpose of the conference is to discuss the reasons for the PHA's decision and to permit the applicant, or his or her representative, to present rebuttal or additional information, ask questions of those present, offer documentation, testimony or argument.
4. Within ten (10) working days after such conference, the PHA shall notify the applicant in writing of its decision with an explanation of its reasons and specify any change, if appropriate, in the applicant's eligibility, qualification, priority, or preference status.

- 1.15 Fair Housing Posters - A Fair Housing Poster bearing the Equal Rights Opportunity Housing Logo and emblem will be prominently displayed at the main entrance lobby where applications for housing are filed. An effort will be maintained to foster economic and social diversity in the resident body as a whole, and avoid concentration

of the most economically and socially deprived families in any one or more of the Authority's developments.

In order to assist in achieving this goal, the Authority will not admit those applicants whose habits and practices may be expected to have a detrimental effect on the present residents or development environment. This will include the attainment of a resident body in each project with a broad range of income and rent paying ability with a selection of applicants that is objective, reasonable, and consistent with the Authority's responsibility as a Public Housing Agency; and in compliance with Title VI of the Civil Right Acts of 1964 and HUD Regulations and requirements pursuant thereto. In an effort to achieve this concept, the following selection procedure and priorities are established.

- 1.16 Priorities for Admission - Applicants will be classified as "Family" or "Elderly" within priority categories as follows:

1. Resident
2. Non-Resident

- 1.17 Income Eligibility/Targeting - The Authority will reserve 40% of new admissions in any fiscal year for households with incomes less than or equal to 30% of median income subject to any exceptions or waivers allowed by statute or by HUD Regulations.

The Authority's Admission Policy shall conform to the Authority's Five Year Public Housing Agency Plan and Section 513 of the Quality Housing and Work Responsibility Act of 1998.

- 1.18 Occupancy - Dwelling Size/Family Size - The Authority recognizes that overhousing and the underutilization of space is inconsistent with efficient and economical operation and waste of scarce housing resources, while overcrowding is inconsistent with the Authority's obligation to provide decent, safe, and sanitary housing; therefore, families will be assigned units in accordance with the following table:

<u>NUMBER OF BEDROOMS</u>	<u>MINIMUM PERSONS</u>	<u>MAXIMUM PERSONS</u>
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

The above Standards of Occupancy will be used to determine unit size required by applicant families. These standards are based on the number of household members as allowed by State Sanitary Code, which requires a minimum of 70 square feet in a bedroom for habitation by an individual, a minimum of 100 square feet in a bedroom for habitation by two individuals, a minimum of an additional 50 square feet for each additional individual above two.

A household can, at its own discretion apply for both the maximum and minimum size unit for which it could be eligible. Based on the square footage guidelines referenced above, occupancy in any bedroom at the Malden Housing Authority is limited to a maximum of two regardless of sex, age or family status.

In determining the maximum size unit for which the household can apply, sex, age and family status will be used. Children of the opposite sex over seven years of age will be considered as appropriate for separate bedrooms.

Households that exercise their option to be listed for units of two different bedroom sizes will be housed in accordance with standard Waiting List management practices. Households that are assigned to the smallest unit for which they are eligible will have the right to request a transfer consistent with the PHA Transfer Procedures. However, this transfer cannot be made on the basis of being "underhoused", unless there has been a change in the size of the family composition as the family will have voluntarily chosen the size of the unit. Residents must be tenants in good standing in order to be approved for a unit transfer.

- 1.19 Pregnant Woman - A single applicant, with no other children who is a pregnant woman or an applicant who is in the process of obtaining legal custody of any individual who is not 18 years of age shall be treated as a two person family and may be eligible at the option of the PHA for a two bedroom unit, if available. The pregnant applicant may request a one bedroom unit and be placed on a transfer list for a larger unit.
- 1.20 Administrative Transfer Approval - If a resident in good standing presents medical documentation that their present unit is a threat to their health or safety, the Authority will try to provide an accommodation to the resident by correcting the deficiency in their present unit, if possible, or offering the resident a transfer to another unit so as to eliminate the health or safety problem. Such cases will be considered on a case by case basis by the Executive Director.
- 1.21 Non-Economic Selection Criteria for Determination of Non-Eligibility
- Ineligibility - Applicants for housing whose habits and practices reasonably may be expected to have a detrimental effect on tenants or the project environment may be deemed ineligible. Such attributes include, but are not limited to:

- A. The applicant's past performance in meeting financial obligations, especially rent.
- B. A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety and welfare of other tenants, the development, or PHA employees.
- C. A history of criminal activity involving drug-related crimes or crimes of physical violence to persons or property or other criminal acts which would adversely affect the health, safety, or welfare of other tenants.
- D. Former Public Housing tenants or participants in the Section 8 Program or MRVP who have failed to satisfy a liability of monies owed to the Authority for rent, damages or vacancy loss payments because they vacated a unit in violation of their lease.
- E. In the event unfavorable information regarding an applicant is received, consideration may at the sole discretion of the Authority, be given to the time, nature and extent of the applicant's conduct and to other factors which might indicate a probability of favorable future conduct or financial responsibility. Mitigating factors may include, but are not exclusive to:
 - 1. Evidence of rehabilitation.
 - 2. Evidence of the applicant family's past and present participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs.
 - 3. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

Information as to acceptance or rejection of an undesirable applicant shall be documented and placed in the applicant's file. At a minimum, such information shall include the date, source of information, including name and title of the person contacted, and a summary of the information which may include, but are not limited to, home visits, landlords, employers, social workers, parole officers, court officers, court records, drug treatment centers, clinics, physicians and police departments.

SECTION TWO: INCOME ELIGIBILITY AND RENT DETERMINATION

- 2.1 Annual Income is the anticipated total income from all sources received by the Family head and spouse (even if temporarily absent) and by each additional member of the Family who is 18 years or older, including all net income derived from assets, for the 12 month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring or sporadic.

Income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- B. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Where the family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current/passbook savings rates as determined by HUD;
- D. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions disability or death benefits and other similar types of periodic receipts;
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
- F. Welfare Assistance Payments;
- G. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions of gifts received from persons not residing in the dwelling;

SECTION TWO: INCOME ELIGIBILITY AND RENT DETERMINATION

- 2.1 Annual Income is the anticipated total income from all sources received by the Family head and spouse (even if temporarily absent) and by each additional member of the Family who is 18 years or older, including all net income derived from assets, for the 12 month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring or sporadic.

Income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- B. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Where the family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current/passbook savings rates as determined by HUD;
- D. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions disability or death benefits and other similar types of periodic receipts;
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay ;
- F. Welfare Assistance Payments;
- G. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions of gifts received from persons not residing in the dwelling;

H. All regular pay, special pay and allowances of a member of the Armed Forces who is head of Family, spouse, or other persons whose dependents are residing in the unit; and

I. Any earned income tax credit to the extent it exceeds income tax liability.

2.2 Types of Income not included - Annual Income does not include the following:

A. Income from employment of children (including foster children) under the age of 18 years.

B. Payments received for the care of foster children.

C. Amounts received by the family that are specifically for or in reimbursement of the cost of medical expenses for any family member.

D. Lump-sum additions to Family assets, such as inheritance, insurance payment (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;

E. Income of Personal Care Attendant.

F. Amounts of educational scholarship paid directly to the student or to the educational institution and amounts paid by the government to a veteran for use in meeting the cost of tuition, fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income.

G. The Special Pay to a family member serving in the Armed Forces who is exposed to hostile fire.

H. Self-Sufficiency and Resident Initiative Funds

1. Amounts received under training programs funded by HUD;

2. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside in an escrow account for use under a FSS Contract of Participation; or

3. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out of

pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.

- I. Temporary, non-recurring or sporadic income (including gifts); or
- J. Amounts of income specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. The following types of income are examples of such income subject to exclusion:
 - 1. Relocation payments made under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4621-4638);
 - 2. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2011-2029);
 - 3. Payment to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4951-4993);
 - 4. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626[a]);
 - 5. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);
 - 6. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program (42 U.S.C. 8621-8629);
 - 7. Payments received in whole or in part from the Job Training Partnership Act (29 U.S.C. 1552 [b]);
 - 8. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504);
 - 9. The first \$2,000.00 of per capital shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408), or from funds held in trust for an Indian Tribe by the Secretary of Interior (25 U.S.C. 117); and

10. Monies paid to a public housing resident under a training program funded by a Comprehensive Improvement Assistance Program (CIAP) or Comprehensive Grant Program (CGP).
- 2.3 Computation of Income (less than one year) - If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.
- 2.4 Deductions From Income - Family Income means total family income minus the deductions set forth in Section Four (Definitions) of this Policy.
- 2.5 Maximum income limits for eligibility - There are different income limits for eligibility for projects opened for initial occupancy prior to October 1, 1981, and after October 1, 1981. These limits are based on gross family income and are published by the U.S. Dept. of Housing & Urban Development and adopted by the PHA on an annual basis. These income limits are posted at the PHA.
- 2.6 Verification - Release and Consent Form - As a condition of admission to, or continued occupancy of, any assisted unit under the Public Housing Program, the PHA will require the head of household and other such family members, as required, to execute a consent form to any depository or private source of income, or any Federal, State, or local agency, to furnish or release to the PHA and to HUD any information required to determine and verify household income and assets. The PHA can also require the household to directly submit documentation determined to be necessary. Information or documentation shall be determined to be necessary if it is required for purposes of determining or auditing a household's eligibility to receive housing assistance, for verifying related information, or for monitoring compliance with equal opportunity requirements. The use or disclosure of information obtained from a household or another source is limited to purposes directly connected with administration of program income eligibility requirements.
- 2.7 Verification - Income/Assets - The Authority will require "third party" verification of income and assets such as requesting budget statements from the Department of Welfare, copies of bank books and savings certificates, requesting statements of current market value or real property from a licensed real estate person, requesting income and balance sheets from business operations on an as-needed-basis depending on the individual case. The Authority will require "third party" verification of all income and assets in each case.

- 2.8 Verification of Deductions - Third Party Billing Required - Deductions will be verified by requesting documentation that will substantiate the deduction. In the case of medical insurance, verifications will consist of a current bill for medical insurance and a copy of the check verifying the bill was paid and the insurance is in force. Other claims for medical expenses will be verified by a copy of a current statement as to the amount owed and either a signed notarized statement by the applicant that he/she is personally responsible for payment or a copy of the insurance statement which indicates what portion, if any, of the medical bill was paid. A "current" bill is defined for this purpose as one issued within the last 30 days of the date of the application or re-certification of income.
- 2.9 Rent Determination The Authority shall determine rents in accordance with the provisions of the Quality Housing and Work Responsibility Act of 1998, including the right of the family to select a rent payment based either on a flat/ceiling rent established by the Authority or income based rent pursuant to HUD regulations. The Fair Market published by HUD shall be the flat rent. Each family shall pay a minimum rent of \$50.00 per month subject to statutory or regulatory exceptions.
- 2.10 Utility Allowances - Where applicable, the Utility Allowances as adopted and posted shall be paid to the Family in the manner provided in the pertinent program regulation. Thus, if the Family and utility company consent, the Authority may pay the Utility Reimbursement jointly to the Family and the utility company, or directly to the utility company.
- 2.11 Interim Rent Adjustment - Any rent amount as stated in the lease or redetermined pursuant to a periodic re-examination will remain in effect until the next annual redetermination unless:
- A. The resident's gross income decreases or some other downward adjustment occurs, in which case a decrease in rent shall be made if requested by resident;
 - B. The resident's gross income increases ten percent (10%) or more over the amount calculated at the most recent annual rent determination, in which case the rent shall be redetermined. If resident fails to report an increase of ten percent (10%) or more per month in gross income, and such increase is later discovered, rent shall be increased retroactively to the second month following the increase;
 - C. The resident commences to receive public assistance or his/her public assistance is terminated. Such a change must be reported to the authority within ten (10) days of its occurrence; or

- D. The resident has provided inaccurate facts upon which his/her rent is based so that the rent amount paid is less than what should have been charged. If this is found, the rent may be adjusted retroactive to what the correct rent amount would have been if the facts had been correctly stated. However, if the resident has deliberately misrepresented income or the facts upon which his/her rent is based, the resident may be evicted and does not have a right to a retroactive payment arrangement.
- E. The provisions of the Quality Housing and Work Responsibility Act of 1998 require that the resident/family have the right to select the family's choice of rental payment either annually or periodically in either a flat rent or an income-based rent structure, including switching rent determinations methods — because of hardship circumstances, all as may be set forth under said Act, including Section 523 thereof, and any HUD regulations promulgated in conformance therewith.
- 2.12 Pro-rated Rents - If a resident initially takes occupancy on any other day except the first day of the month, the rent amount for the month will be prorated on a per-diem basis for the actual number of days the resident is in occupancy.
- 2.13 Time of Rent Adjustment - Effective Dates - Any increase in rent amount will become effective the first day of the second following month. If a rent increase results from a finding of intentional misrepresentation, the adjustment will be retroactive.
- 2.14 Visits to New Residents - In order to acquaint new residents with various programs and services offered by the Authority, a staff person may visit each new Public Housing Resident after initial occupancy.
- 2.15 Grievance Procedure - As set forth in 24 CFR-Part 966. A copy is included in the Resident Handbook.
- 2.16 Annual Re-Examination of Income - A re-examination of family and rent redetermination will be conducted annually for all residents including both family and elderly, except as may be authorized by the Quality Housing and Work Responsibility Act of 1998 or HUD regulations.
- 2.17 Special Re-Examinations - If at the time of admission or re-examination the Authority can satisfy itself that the person/family is clearly of low-income but cannot make a determination of income for rent purposes with a sufficient degree of accuracy, the Authority will compute the rent based on the then current income and schedule another re-examination in 90 days or less. The Authority will then continue to re-examine every 90 days or less and adjust the rent until the annual income of the person/family can be reasonably estimated.

- 2.18 Execution of Leases - New Admissions - The head (or both heads, if there are two) of each household will be required to execute a lease agreement prior to actual admission. One executed copy of the lease is to be given to the resident and one executed copy is to be retained in the resident's file. If a family/person is thereafter deemed ineligible for housing in accordance with Federal Regulations or Law, the family will be required to vacate and not be allowed to sign a new lease.
- 2.19 Execution of Lease Transfers - If a family transfers to a different dwelling in the same or another Project operated by the Authority, the existing lease is to be cancelled and a new lease for the new dwelling unit is to be executed in substitution.
- 2.20 Procedure to Amend Lease - If at anytime during the life of the lease agreement a change in the resident's status or rent results in the need to change or amend any provision of the lease, the following actions may be taken at the discretion of the Authority:
- A. The existing lease can be cancelled and a new lease executed;
 - B. An appropriate rider can be prepared and made part of the original lease; or
 - C. The appropriate insertions can be made within the original lease.
- 2.21 Requirement to Sign/Initial All Leases/Amendments
- All leases, riders, amendments or other provisions of all leases are to be dated and signed or initialed by an authorized Authority staff person as well as by the resident.
- 2.22 Lease Termination - Termination of a resident's lease will be in accordance with the termination provisions stated in the lease itself.
- 2.23 Apartment Inspections - The Authority will schedule annual inspections of all Public Housing units. Inspection forms noting deficiencies and/or maintenance services needed for each unit will be completed by a representative of the Authority.

SECTION THREE: WAITING LIST MANAGEMENT AND UNIT OFFERS

- 3.1 Bi-Annual Update - Waiting List - Applicants who are currently on the waiting list will be requested to provide updated information on a bi-annual basis or at such other time as may be determined by the Authority.

- 3.2 Procedure Followed to Update Waiting List Annually - The Authority will send a notice to all applicants on the waiting list requesting each applicant to return the Update Form within 30 days (from the notice date) and file current information. Applicants failing to respond, or notices returned and stamped "undeliverable" by the Post Office, will cause the applicant's file to be closed and the applicant withdrawn from the waiting list. Further, applicants who fail to offer the necessary documentation will cause the applicant's file to be closed and the applicant withdrawn from the waiting list.
- 3.3 Offer of Apartments - Vacancies will be offered to eligible applicants in sequence of priority and income as outlined in Section 1.16 of these regulations.
- 3.4 Refusal of Apartments (Elderly applicants) - If there is a suitable vacant unit in more than one location, the applicant shall be offered the unit at the location that contains the largest number of vacancies. If the applicant rejects the offer, he/she shall be withdrawn from the waiting list. All such offers will be made in sequence. This provision shall be subject to any site based waiting list established by the Authority in accordance with Housing & Urban Development regulations.
- 3.5 Refusal of Apartments (Family applicants) - If there is a suitable vacant unit in more than one location, the applicant shall be offered the unit at the location that contains the largest number of vacancies. If the applicant rejects the offer, he/she shall be withdrawn from the waiting list. This provision shall be subject to any site based waiting list established by the Authority in accordance with Housing & Urban Development regulations.
- 3.6 Refusal of Apartment not counted if medically documented - If an applicant wants the apartment offered but provides medical documentation, satisfactory to the Authority, that he/she cannot move at the particular time, then the offer will not be counted as a refusal. However, if the medical hardship is related to concerns involving any of the protected classes covered under the Fair Housing Act (Title VII of the Civil Rights Act of 1968) and the Fair Housing Amendments Act of 1968, the medical hardship will not be accepted and refusal will be counted.
- 3.7 One offer of apartment to applicants - Applicants will be offered one unit. If the unit is refused the applicant will be withdrawn from the waiting list.
- 3.8 Recording of Offers/Refusals - A record of all offers, acceptances, and rejections will be maintained by the Authority.
- 3.9 Notice of Offers - A written notice will be sent by first class mail to all applicants who receive offers of an apartment, and a copy of the notice will be retained in the applicant's file. This notice will clearly state the applicant has 5 business days to contact the manager's office as outlined on the notice of offer and make a decision

whether to accept or reject the offer. The notice will read, in part: "If you fail to contact the Authority on or before the date specified, your file will be closed and your name will be withdrawn from the active waiting list."

3.10 Offer Of Accessible (adapted) Units

In accordance with the Fair Housing Amendment Act of 1988 the Authority will insure that information regarding the availability of accessible units is conveyed to all applicants where necessary and appropriate, and the Authority will take reasonable non-discriminatory steps to reasonably accommodate eligible individuals whose disability requires the unique features of the particular unit. To accomplish this, when an accessible unit becomes available, before offering the unit to a non handicapped applicant, the Authority will offer such unit as follows:

1. To a current resident in the same or another project owned by the Authority who requires the features of the vacant accessible unit and has been on the transfer list for the longest period of time and who currently occupies a unit without the accessible features.
2. To the next eligible qualified applicant on the waiting list for the longest period of time in line by priority and has a handicap which requires the features of the accessible unit.
3. To the next applicant in line by priority who does not require an accessible unit providing the applicant signs an agreement that he/she will relocate to a non accessible unit when one is available. This agreement will be incorporated into the lease agreement.

- 3.11 Discrimination Complaints - The Authority will receive and process a discrimination complaint (HUD Form 903) from any person who believes he/she is the subject of discrimination by the Authority or any Authority staff member.

SECTION FOUR: DEFINITIONS

Adjusted Income - The term "adjusted income" means with respect to a family, the amount (as determined by the public housing agency) of the income of the members of the family residing in a dwelling unit or the persons on a lease, after any income exclusions as follows:

- (A) Mandatory Exclusions - In determining adjusted income, a public housing agency shall exclude from the annual income of a family the following amounts:

1. - Elderly and Disabled Families - \$400. for any elderly or disabled family.
2. - Medical Expenses - the amount by which 3 percent of the annual family income is exceeded by the sum of:

- (i) unreimbursed medical expenses of any elderly family or disabled family;
 - (ii) unreimbursed medical expenses of any family that is not covered under subclause (i), except that this subclause shall apply only to the extent approved in appropriation Acts; and
 - (iii) unreimbursed reasonable attendant care and auxiliary apparatus expense for each handicapped member of the family, to the extent necessary to enable any member of such family (including such handicapped member) to be employed.
3. Child Care Expenses - Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.
4. Minors, Students and Persons with Disabilities - \$480 for each member of the family residing in the household (other than the head of the household or his or her spouse) who is less than 18 years of age or is attending school or vocational training on a full-time basis, or who is 18 years of age or older and is a person with disabilities.
5. Child Support Payments - Any payment made by a member of the family for the support and maintenance of any child who does not reside in the household, except that the amount excluded under this clause may not exceed \$480 for each child for whom such payment is made; except that this clause shall apply only to the extent approved in appropriations Acts.
6. Spousal Support Expenses - Any payment made by a member of the family for the support and maintenance of any spouse or former spouse who does not reside in the household, except that the amount excluded under this clause shall not exceed the lesser of (1) the amount that such family member has a legal obligation to pay, or (2) \$550 for each individual for whom such payment is made; except that this clause shall apply only to the extent approved in appropriations Acts.
7. Earned Income of Minors - The amount of any earned income of a member of the family who is not -
- (1) - 18 years of age or older; and
 - (2) - the head of the household (or the spouse of the head of the household).
- (B) Permissive Exclusions for Public Housing - In determining adjusted income, a public housing agency may, in the discretion of the agency, establish exclusions from the annual income of a family residing in a public housing dwelling unit. Such exclusions may include the following amounts:
1. Excessive Travel Expenses - Excessive travel expenses in an amount not to exceed \$25 per family per week, for employment - or education-related travel.

2. **Earned Income** - An amount of any earned income of the family, established at the discretion of the public housing agency, which may be based on:
 - (i) - all earned income of the family,
 - (ii) - the amount earned by particular members of the family;
 - (iii) - the amount earned by families having certain characteristics; or
 - (iv) - the amount earned by families or members during certain periods or from certain sources.
3. **Others** - Such other amounts for other purposes, as the public housing agency may establish.

Disallowance of Earned Income From Public Housing Rent Determinations

- (1.) **In General** - Notwithstanding any other provision of law, the rent payable under subsection (a) by a family described in paragraph (3) of this subsection may not be increased as a result of the increased income due to such employment during the 12-month period beginning on the date on which the employment is commenced.
- (2.) **Phase-in of Rent Increases** - Upon the expiration of the 12 month period referred to in paragraph (1), the rent payable by a family described in paragraph (3) may be increased due to the continued employment of the family member described in paragraph (3) (B), except that during the 12-month period beginning upon such expiration of the amount of the increase may not be greater than 50 percent of the amount of the total rent increase that would be applicable but for this paragraph.
- (3.) **Eligible Families** - A family described in this paragraph is a family that -
 - (A) - (i) occupies a dwelling unit in a public housing project; or
(ii) receives assistance under Section 8; and
 - (B) - (i) whose income increases as a result of employment of a member of the family who was previously unemployed for 1 or more years;
(ii) whose earned income increases during the participation of a family member in any family self-sufficiency or other job training program; or
(iii) who is or was, within 6 months, assisted under any State program for temporary assistance for needy families funded under part A of title IV of the Social Security Act and whose earned income increases.
- (4.) **Applicability** - This subsection shall apply beginning upon October 1, 1999, except that this subsection shall apply with respect to any family described in paragraph 3(A) (ii) only to the extent provided in advance in appropriations Acts.

Disabled Family - is defined in 24 CFR 5.403

Elderly Family - is defined as a family whose head or spouse or whose sole member is at least 62 years of age or a disabled person or handicapped person as defined in this section and may include two or more elderly, disabled or handicapped persons living together or one or more such persons living with another person who is determined to be essential to his or her care or well-being.

Elderly Person - A person who is at least 62 years of age.

Family - includes but not limited to:

- (a) Eligible families are those qualifying as a family in that two or more persons listed on the application are related by blood, marriage or operation of law, or the members of the household must have evidenced a stable family relationship, and whose annual income meets the eligibility income requirements for the family size.
- (b) An elderly family.
- (c) The remaining member of a resident family.
- (d) A displaced person.

A Personal Care Attendant does not qualify as a remaining member of a resident family.

Full-time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program as well as an institution offering a college degree.

Gross Income - means total anticipated family income.

Handicapped Assistance Expenses - Reasonable expenses that are anticipated during the period from which annual income is computed for attendant care and auxiliary apparatus for a handicapped or disabled family member and that are necessary to enable a family member (including the handicapped or disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

Handicapped Person - means a person having a physical or mental impairment which (a) is expected to be of long, continued, and indefinite duration; and (b) is of such a nature that such disability could be improved by more suitable housing conditions.

Head of Household means the family member who is held responsible and accountable for the family.

Lower Income Family - A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families.

Medical Expenses - Those medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance.

Monthly Income - one twelfth (1/12) of annual income.

Monthly Adjusted Income - one twelfth (1/12) of adjusted income.

Net Family Assets - Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs.

The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust.)

Any income distributed from the trust fund shall be counted when determining Annual Income. In determining Net Family Assets, PHAs shall include the value of any business or family assets disposed of by an applicant or resident for less than fair market value (including a disposition in trust; but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or re-examination, as applicable, in excess of the consideration received therefore; in the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or resident receives important consideration not measurable in dollar terms.

Personal Care Attendant (PCA) - a person who resides with an elderly, disabled or handicapped person or person and who (a) is determined by an Independent Living Center or Medical Clinician to be essential to the care and well-being of the person(s), (b) is not obligated for support of the person(s), and (c) would not be living in the unit except to provide necessary supportive services.

- A. The income of a Personal Care Attendant is not counted in determining the family income.
- B. The live-in aide does not qualify for continued occupancy as a remaining family member.

Single Person - A person living alone or intending to live alone and who does not qualify as a family, an elderly family, displaced person, or the remaining member of a resident family.

Temporary, Non-Recurring, Sporadic Income includes the following:

- A. Casual, sporadic or irregular gifts;
- B. Amounts that are specifically for, or in reimbursement of, the cost of medical expenses;
- C. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and workers compensation) capital gains and settlement for personal or property losses ;
- D. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the government to a veteran, for use in meeting the cost of tuition, fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses of the student. Any amount of such scholarships or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income;
- E. The special pay to a family member serving in the armed forces who is exposed to hostile fire.
- F. Amounts received under training programs funded by HUD;
- G. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a FSS Contract of Participation; or
- H. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out of pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
- I. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. Any amounts of such scholarships or payments to veterans not used for the above purposes that are available of subsistence are to be included in income.

Tenant Rent - The amount payable monthly by the Family as rent to the PHA. Where all utilities (except telephone) and other essential housing services are supplied by the PHA, Tenant Rent equals Total Tenant Payment.

Where some or all utilities (except telephone) and other essential housing services are not supplied by the PHA and the cost thereof is not included in the amount paid as

rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

Utilities - means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection and sewerage services. Telephone service is not included as a utility.

Utility Allowance - If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Resident Rent but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by the PHA or HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility Reimbursement - The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total resident payment for the family occupying the unit.

Very Low Income - A lower-income family whose annual income does not exceed 50 percent of the median income of the area, with adjustments for smaller and larger families as determined by the published Housing and Urban Development guidelines.

Welfare Assistance - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

ATTACHMENT AA

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part I: Summary

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(exp. 3/31/2002)

HA Name: **Malden Housing Authority**

Comprehensive Grant Number: **MA06P02270899**

FY of Grant Approval: **1999**

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number _____
☒ Performance and Evaluation Report for Program Year Ending 6/30/2001 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original	Total Estimated Cost	Revised 1	Obligated	Total Actual Cost 2	Expended
1	Total Non-CGP Funds						
2	1406 Operations (May not exceed 10% of line 20)						
3	1408 Management Improvements	7000		6930		6930	6930
4	1410 Administration	39000		39070		39070	30417
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs	100000		100000		100000	99912
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1480 Dwelling Structures	2013907		2057713		1957713	1223379
11	1485.1 Dwelling Equipment—Non-expendable	120000		76090		76090	76090
12	1470 Non-dwelling Structures	7000		7104		7104	7104
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1490 Replacement Reserve						
16	1492 Moving to Work Demonstration						
17	1495.1 Relocation Costs						
18	1498 Mod Used for Development						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant (Sum of lines 2-19)	2286907		2286907		2186907	1443832
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Compliance	6000					
23	Amount of line 20 Related to Security						
24	Amount of line 20 Related to Energy Conservation Measures						

Signature of Executive Director: *[Signature]* Date (mm/dd/yyyy): **7/28/01**

Signature of Public Housing Director: _____ Date (mm/dd/yyyy): _____

Page **1** of **4**

Previous edition is obsolete

Form HUD-52837 (9/98)
ref Handbook 7485.3

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
2 To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
MA 22-2	Repoint brickwork and seal masonry	1460	100 units	150000	150000	150000	0	
	Upgrade Fire Alarms	1460	100 units	100000	100000	0	0	
	Install new carpeting in corridors	1460	1 bldg	210907	190998	190998	190998	
	Replace Kitchen Light Fixtures	1460	434 fixtur	25000	12571	12571	12571	
	Install automatic doors to CR	1460	2 doors	10000	1115	1115	1115	
MA 22-5	Seal masonry - exterior	1460	1 bldg	100000	233445	233445	233445	
	Intercom Video System	1460	217 units	350000	225303	225303	225303	
	Install new carpeting in corridors	1460	8 floors	150000	0	0	0	
	Seal masonry - exterior	1460	1 bldg	75000	323144	323144	323144	
	Handrails & Panels on balconies	1460	1 bldg	150000	168062	168062	54081	
MA 22-6	Kitchen Cabinets/counters/sinks	1460	172 units	400000	14420	14420	14420	
	Auto Doors at rear entrance	1460	1 door	8000	8760	8760	8760	
	Seal Masonry - exterior	1460	1 bldg	0	384820	384820	64467	

Signature of Executive Director *Joe D. G. J.* Date (mm/dd/yyyy) *7/28/01* Signature of Public Housing Director _____ Date (mm/dd/yyyy) _____

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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Annual Statement / Performance and Evaluation Report Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Development Number/Name/ HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
MA 22-9	Repair/Replace Leaking Windows	1460	400 windows	150000	150000	150000	0	
	Repair/Replace Fire Doors	1460	30 doors	50000	7295	7295	7295	
	Replace Stoves and refrigerators	1465	124 units	120000	76090	76090	76090	
	Replace Piping	1460	1000 feet	20000	4359	4359	4359	
	Install outdoor benches	1470	4 benches	7000	7104	7104	7104	
	Furniture on Landings	1460	5 floors	45000	63017	63017	63017	
	Bird Extermination	1460	987 units	20000	20403	20403	20403	
HA Wide							64467	

Signature of Executive Director *[Signature]* Date (mm/dd/yyyy) *7/05/01*

Signature of Public Housing Director _____ Date (mm/dd/yyyy) _____

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Page 3 of 4 Previous edition is obsolete Form HUD-52837 (9/98)
ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part III: Implementation Schedule

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Development Number/Name HA-Wille Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
MA 22-1, 2, 3, 5, 6, 9 Brickwork Masonry Repairs Automatic Doors Balcony Handrails Leaking Windows	9/30/01		3/30/01	9/30/02			
	9/30/01		3/30/01	9/30/02			
	9/30/01		3/30/01	9/30/02			
	9/30/01		3/30/01	9/30/02			
	9/30/01		3/30/01	9/30/02			
MA 22-3, 5 New Carpets	9/30/01		6/30/00	9/30/01		6/30/01	
MA 22-3 Kitchen Light Fixtures	9/30/01		9/30/01	9/30/02			
MA 22-3 Intercom Video System	9/30/01		9/30/99	9/30/02		6/30/00	
MA 22-6 Kitchen Cabinets & Countertops	9/30/01		6/30/00	9/30/02		9/30/01	
MA 22-9 Fire Doors Piping Stoves Refrigerators Benches/Furniture	9/30/01 9/30/01 9/30/01 9/30/01 9/30/01		6/30/01 6/30/01 6/30/01 6/30/01 6/30/01	9/30/02 9/30/02 9/30/02 9/30/02 9/30/02			
Signature of Executive Director	9/30/01		9/30/01	9/30/02			
Date (mm/dd/yyyy)			Date (mm/dd/yyyy)			Signature of Public Housing Director	

Date (mm/dd/yyyy)

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Previous edition is obsolete

Page 4 of 4

Form HUD-52037 (9/96)
ref Handbook 7485.3

ATTACHMENT B

MALDEN HOUSING AUTHORITY

ADMINISTRATIVE PLAN

SECTION 8 CERTIFICATE/VOUCHER

PROGRAM

REVISED: 2/1/2000

**STATEMENT OF OVERALL APPROACH AND OBJECTIVES IN ADMINISTERING THE
SECTION 8 CERTIFICATE PROGRAM**

The Malden Housing Authority, hereinafter called LHA, is committed to providing low-income housing opportunities to persons who qualify under the rules and regulations that govern eligibility for both state and federal housing program. In its effort to achieve this goal, the LHA has explained to its local governing body, Civic Groups, Landlords and Realtors, the housing programs being administered by the LHA. Most importantly, they have explained who may qualify, what types of housing each program provides, and how effectively these programs have been put into operation for the benefit of the community.

The Executive Director monitors the overall administration of all programs. (The Section 8 Supervisor carries out the day to day administration of the program, reviews the leases and other Section 8 related documents, conducts briefing sessions, does all verification of eligibility and inspections, maintains all records, and reports directly to the Executive Director. An Accountant maintains the books, financial records and reports of the Authority and reports directly to the Executive Director.) Full time clerical staff persons support the Section 8 existing operation, as well as a full time housing inspector.

The Malden Housing Authority has worked closely with the Malden Redevelopment Authority for the development of an overall housing strategy for City of Malden. The local Housing Assistance Plan (Comprehensive Housing Affordability Strategy) was considered in determining our unit allocation request. This strategy took cognizance of the existing housing stock, planned new rehabilitated units and those units expected to be removed from inventory.

The overall approach for the existing program is to maximize the use of standard, existing stock, and provide equal housing opportunities for very low-income households by providing housing assistance payments. The status of the need and availability of existing units will be closely monitored, and attempts will be made to satisfy this need as rapidly as possible, consistent with the availability of funds, staff and vacancy rates. The LHA shall, in its policies and procedures, attempt to address the housing needs of its community, and also obtain community support for its programs.

Efforts will be taken to promulgate all aspects of the program to families and to owners.

Administrative controls will be implemented as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures. The Administrative Plan will apply to the Section 8 Certificate Program.

The LHA will comply with all federal statutes and currently required regulations, as applicable, in administering said Certificate program, including 24 CFR Part 982 (Certificate and Vouchers) and 24 CFR Part 983 (Project-Based Certificates). This Plan is intended only to provide, therefore, information relative to LHA discretionary policies, as the LHA shall comply with all required laws and regulations, as they are current and in effect.

The LHA's previously adopted Equal Opportunity Housing Plan is merged and incorporated herein and shall be part of this Administrative Plan.

1. **OUTREACH AND ADVERTISING**

Outreach to Families and Contact with Owners

The approach to contact families and owners is as follows:

A **Paid advertisements in local media. All outreach efforts include minority population and reaches residents within surrounding communities. The EHO logo will be used in all advertisements. These newspapers are as follows:**

1. Herald-American or Boston Globe, or other regional newspaper of general circulation
2. Local, Daily or Weekly Newspaper. (Observer-City Press)
3. Bay State Banner
4. El Mundo
5. An appropriate and equivalent publication may be substituted for any of the above.

In addition, the LHA will send notices and informational packets to outreach agencies, such as the following:

1. Public Welfare Office
2. Council on Aging
3. Neighborhood Centers -Churches

- b. BI-lingual materials will be provided as needed, and where practical and feasible.
- c. Outreach to owners and real estate agents to inform them of the Section 8 Program will also be made. Efforts will be undertaken to assure that owners and brokers of rental housing have a working knowledge of the Section 8 Program. Owners will be informed that it will be their responsibility to screen potential tenants; LHA responsibility will be to ensure that they are income-eligible.
- d. The opening and closing of the Waiting List will be advertised in local media.

Special Outreach Adjustments - Families

Adjustment will be made in the outreach procedures as, and if, needed, and by added media necessary, on information basis. The LHA anticipates that due to the significant number of eligible applicants from the lower income level groups, as well as those on public assistance in the City of Malden, a large volume of applicants will be covered by our present outreach procedure.

However, if after initial efforts, the flow of applications becomes too slow, the LHA will make additional effort to contact those agencies and organization, which provide services oriented toward households in need of rental assistance. If the flow should become too rapid in relation to the availability of funds, and the agency's leasing schedule, an advertisement will be run stating that taking of applications will be suspended.

If the flow of applications should become too rapid in relation to the agency's staff capacity to process applications, consideration will be given to hiring additional staff commensurate with available funding. The taking of applications may also be suspended and/or the waiting list closed if the LHA deems that it has a sufficient number of applications for the near future based on the number of current applicants and the current availability of funds.

Special Outreach Efforts - Owners

Owners are given a briefing session on the Section 8 Program, if requested. The LHA, however, will hold these sessions on an "as needed" basis for all landlords who are entering the Section 8 Program. At that time, information will be made available to all interested landlords or real estate agents.

After briefing with a landlord, the Section 8 Administrator will make the determination as to whether the units discussed qualify under the Section 8 Program. A preliminary inspection is made, if necessary. When listings are available the Section 8 Administrator will compile a list of "Available Dwelling Units under Section 8", and maintain it in the office. This list will give the location, number of bedrooms, contract rent, utilities, and the person to be contacted. A list will also be maintained, where practical, of available handicapped accessible units.

Special Effort Outreach - Tenants

Household types who are least likely to apply, such as the very old, shut-ins, minorities, and working families will be reached through "Special Efforts".

These efforts are as follows:

Elderly - The Council on Aging will be solicited to aid in bringing the information of the Section 8 Program to their clients.

Minorities - The LHA will inform other Public Agencies in the hope that they will notify those minorities they are serving about the program. As in the past, all advertisements will include the Equal Opportunity Logo.

Working Families - The LHA advertisement for applicants for the Section 8 Program includes the income limits for eligibility. This is done in hopes of encouraging the working person or persons of very low income.

Staffing Adjustments - If additional staffing is needed to handle the application-taking period, part-time help will be employed, where appropriate, and as affordable.

2. COMPLETION OF APPLICATION, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES

Applications:

A pre-application will be utilized and stamped with the receipt date when it is accepted. Individuals and families may apply by mail or in person at the LHA office, or have a family representative “stand-in” for them on the initial day of applications. (Stand-in must produce a signed letter of authorization from the applicant.) A “line number” ticket system may be used on the original application days. All persons in line will be given a “line number”, and applications will be filled out in the order of their line number. Applications shall be accepted until notice of discontinuation is published in the same media as was used to announce the taking of applications. Basic information will be taken at the time of application. Personal interviews for detailed information and verification of income to determine eligibility under the guidelines provided by HUD are scheduled per “Determination of Eligibility” further explained in this plan. “Stand-ins” will only be allowed because of extreme hardship circumstances or medical difficulty, or reasonable accommodation as required by law, documentation of which may be required.

Eligible applicants will be issued Certificates on a first-come, first-served basis, within LHA adopted preferences and priorities, as per the steps outlined in “Determination of Eligibility”. Those who will not be issued a Certificate immediately will be placed on a Waiting List. The Waiting List is in a bound pre-numbered book, and indicates the date of application, and control number of applicant. These applicants will not be required to re-verify their application information until such time as the LHA is preparing to issue a Certificate. This will allow the Family Contribution computations to be based on the most current data possible.

Information regarding the Section 8 Program and how to apply is given to all interested persons.

Determination of Eligibility

The LHA will inform the family of the eligibility criteria, including applicable income limits, and other facts, such as family size and type which may effect the family’s eligibility. In addition, the family is provided general information relative to the Section 8 Program.

Applicants are told to immediately inform the LHA of change of address. Applicants are told it is their responsibility to inform, in writing, the LHA of address or other changes, and that LHA notifications returned undeliverable will cause their application to be withdrawn.

Applicants are informed of the Waiting List process and its approximate length, and the priorities governing the issuance of Certificates.

Notification of Eligibility

Upon request, each applicant will be informed of his/her control number upon making application or within a reasonable time thereafter. Applicants will be notified of their eligibility as soon as the Authority staff has reviewed their applications and made a determination therein.

Applicants are also informed that the issuance of Certificates is subject to several factors beyond the LHA's control (e.g., turnover rates, funding increases, decreases, and leasing schedules).

Selection of Families

The LHA shall determine eligibility of families per HUD definition of families whose annual income meets the Section 8 Very Low Income Eligibility Limits for its area. Eligible families include those listed below:

Family - "Family" includes, but is not limited to (a) an Elderly Family or eligible Single Person as defined in this part, (b) the remaining member of a tenant family, and (c) a Displaced Person, as required by 24 CFR 982.201 (c).

Single Person - An eligible single person is defined as one who is elderly, handicapped, disabled, or a remaining member of a tenant family, or any other single person as defined in 24 CFR 982.201(c)(4).

Single individuals, with no other children, who are pregnant or in the process of securing legal custody of any individual under the age of 18 years, constitute families under Section 3 (a) of the United States Housing Act of 1937 (Housing Act) and are not subject to the limitations on admission of single persons contained in Section 3 (b) of that Act.

Disabled, handicapped, or elderly person is defined in 24 CFR 5.403.

Selection of Families and Priorities

- a. Selection shall be made among applicants in the following order of preference:
 1. Local residents - non-resident applicants who are working in Malden or have been notified that they are hired to work in Malden.
 2. All other applicants by date and time of filing.

The LHA has determined that its jurisdiction, for the purpose of implementing a residency preference, is that area within the city limits of the city of Malden. The LHA has adopted a residency preference that establishes the City of Malden as a residency preference area. The residency preference shall apply to all families residing within the LHA's residency preference area.

The residency preference shall also apply to families with a member who works or has been hired to work in the LHA residency preference area. The residency preference shall not be based on how long the applicant has resided in or worked in the LHA residency preference area.

Notification to Issue Certificate

When an applicant's name reaches the top of the Waiting List, they shall be so notified. The notice will include a date (within 7 days) in which the applicant must supply updated verification of income and other circumstances in order to be issued a Certificate.

Those applicants who fail to respond within the prescribed period of time shall be removed from the Waiting list, unless documented evidence is provided that the family was unable, due to health reasons, to comply with the deadline requirements. All notices returned undeliverable shall cause applicant's name to be withdrawn.

When an applicant is eligible for a Certificate, the date the Certificate is issued is logged in the Waiting List Book. The applicant shall be scheduled for a Briefing Session.

Determination of Ineligibility and/or Denial of Certificate

The LHA shall determine applicants, or other family members, ineligible who are over income, who present a conflict of interest as outlined in HUD regulations, who were past participants in the Section 8 Program or other LHA housing program, and while in the program failed to satisfy liability for unpaid rent or damages for which a PHA paid out moneys to an owner, or who misrepresented information regarding income or family composition. In addition, the LHA may consider ineligible any tenant of the LHA's other housing programs who has failed to satisfy liability to the LHA for unpaid rent or damages, or has violated family obligations under said other programs.

Other possible grounds for finding an applicant ineligible include, but are not limited to, the following:

1. Combined family income exceeds the allowable maximum yearly income for family size.
2. 30% of combined family income exceeds the F.M.R. (or HUD approved exceptions up to 120 % of F.M.R.) limit for family size;
3. Past participant of any Housing Authority's Section 8 Program or Public Housing Program, who failed to satisfy liability for unpaid rent or damages in connection with that Program.
4. Head of household is under 18 years of age, and cannot demonstrate capability to fulfill obligations of Certificate of Family Participation (example: minors not emancipated) and/or does not have legal capacity to enter into a lease under State or local law.
5. Misrepresentation of income or household members or any other significant or required information on application;

6. In the event that it is found that the applicant or other family member owes back rent or charges for Housing Authority programs or units, they may be notified accordingly and allowed, at LHA discretion, to pay the outstanding amount in full. Failure to make repayment will result in the applicant being ineligible.
7. Failure to allow inspection of the dwelling unit proposed for Housing Assistance.
8. Violation of family obligations or destruction of a previously occupied unit under another housing program.
9. Illegal drug-related or violent criminal activity by any family members.
10. Eviction from a public housing program by any family member.
11. Termination from Certificate/Voucher program by any family member.
12. Actual or threatened abusive or violent behavior toward housing authority personnel.
13. Violation of or failure to comply with any Family obligation under Section 8 Program, or any other public housing program, or any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
14. Failure to pass CORI record check, indicating ineligibility under 24 CFR 982.552, 24 CFR 982.553, HUD's One Strike Policy (PIH 96-27) or other HUD regulation.
15. Alcohol abuse that has contributed to the applicant's inability to reside without interference to neighbor's rights and wherein the applicant has shown no participation in or successful completion of a treatment program.

Informal Review of PHA Decision on Application for Participation in Program

The Authority shall send an applicant written notice within 10 days of a decision denying assistance to the applicant, including denying listing on the Waiting List, issuance of a Certificate of Family Participation, or participation in the program. The notice will allow the family to request an informal review of the decision if requested in writing within seven (7) days of date or delivery. Request must be delivered in person or by registered mail to the Authority.

The informal review will be conducted by the Executive Director, or his designee. The applicant will be given the opportunity to present written or oral objections to the decision. The Authority will respond in writing with a decision, including reasons for final decision within 30 days or other such reasonable period of time. The Authority's previously adopted Hearing Procedure is hereby incorporated herein.

The LHA procedure for Informal Review (as well as the LHA procedure for meeting with LHA regarding preference determinations and Informal Hearing Procedure) is incorporated herein by reference and shall be in accordance with 24 CFR 982.555).

Changes in Family Composition

In the event that a change of family composition occurs, after application has been filed and prior to the issuance of the Certificate, which requires a change in the number of bedrooms, the applicant will be assigned to the appropriate unit size category, or payment standard.

Interim Redeterminations of Family Income and Composition

The LHA will conduct annual reexaminations and will also perform interim re-determination of family income and compositions for all participants whenever a change in family income, composition, status or assets warrants said redetermination.

Subsidy (Occupancy) Standards

In general, the LHA seeks to provide the minimum commitment of housing assistance payments while avoiding overcrowding and shall be consistent with the applicable housing quality standards.

The LHA shall provide one bedroom or living/sleeping room of appropriate size for each 2 persons.

Persons of opposite sex, other than husband and wife, "significant others", unmarried partners, and very young children, will not be required to occupy the same bedroom or living/sleeping area.

Families may rent a larger unit than listed on Certificate if the gross rent does not exceed the FMR for the bedroom size on the Certificate. The MHA will not approve over FMR tenancies in the Certificate Program except as may be necessary as a reasonable accommodation for persons with disabilities.

The MHA will not permit the use of any special housing types in its Section 8 Program unless needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities in accordance with 24 CFR Part 8, pursuant to 24 CFR 982.601.

Families may rent a unit with less number of bedrooms than stated on Certificate if the unit meets space requirements of the Housing Quality Standards, as well as any applicable state or local codes.

Each unit must contain a living/sleeping room, kitchen area, and bathroom (plus bedrooms as applicable for family size).

The LHA may grant exceptions, relative to the number of bedrooms assigned, for the following reasons:

1. Medical Need - Upon proper documentation from a medical doctor, LHA may allow separate bedroom; for example, an occupant with serious allergy or respiratory problems for which isolation and/or extensive medical equipment is needed.
2. Handicapped Members - LHA may allow separate bedroom for handicapped member needing adequate space or modification of lay-out and equipment; for example, an occupant who is wheelchair bound.

The LHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances

as determined by the LHA and not inconsistent with 24 CFR 982.551 and 24 CFR 813.102.

Approval of a live-in aide may be granted only if all of the requirements of 24 CFR 813.102 are met, and if properly documented and verified to the LHA's satisfaction.

New family members may be added upon notification to, and approval of, the LHA. Said approval may be granted only after full and proper documentation and verification is submitted to the LHA, and the LHA determines that said person may be added as a family member and an occupant of the unit. This determination, may take into consideration among other things, the reasons for denial or termination of assistance set forth in this plan, as well as the necessity for any landlord written approval thereof. No occupancy shall take place until the LHA has issued its determination and approval.

The family may not be absent from the unit for a period longer than sixty (60) days. In the event that a family absence is for longer than sixty (60) days due to continuous hospitalization or temporary placement in a nursing home, the LHA may determine to allow the sixty (60) day period to be extended for an additional sixty (60) days, upon prior written notification to the LHA, and submission of appropriate documentation and verification, as requested by the LHA. No payment will be made after the approved absence period has expired. At the request of the family, a new Certificate may be issued for a sixty (60) day period, commencing with the date housing assistance payments terminate, and subject to the LHA's determination that all family obligations have been met.

If the family breaks up, the LHA shall decide which members of the assisted family continue to receive assistance in the program. The LHA may consider, among other factors:

- a. whether, because of obligations under the lease or HAP contract, the assistance should remain with the family members remaining in the original assisted unit,
- b. the interest of minor children, or ill, elderly or disabled family members,
- c. the presence of actual or threatened physical violence against family members by a spouse or other member of the household,
- d. family members past record of fulfilling family obligations under the program,
- e. the relative conduct of all the parties, and
- f. Court determination under a settlement or judicial decree in a divorce or separation.

A participant family may move only once during any one year period, unless the LHA approves, in advance, an additional move upon a determination that the family has met all of its obligations under both the lease and the program, and that the family is required to move due to health, safety, or occupational requirements or special educational considerations for minor children. A family may not move during the initial year of assisted occupancy, unless the LHA is required to allow said move under 24 CFR 982.314.

3. BRIEFINGS AND CERTIFICATES

- a. Upon selection, families will be scheduled for a briefing by the Program Supervisor covering such areas as general program information, family allowances and rent calculations, apartment search, responsibilities of both owner and applicant, discrimination, information on mobility, and housing quality standards.

During this detailed briefing, Certificate holders will be provided with information on all aspects of the program, so that upon receipt of a Certificate, the family will be better prepared to obtain adequate housing.

- b. Lease negotiations, family obligations, requirements and responsibilities will be addressed in the briefing sessions.

Certificate Holders will receive information on Equal Opportunity and Fair Housing Laws. This will be provided by hand-out material and discussion. Procedures to be taken when discrimination is encountered will be discussed during these sessions.

- c. The necessity of finding a dwelling unit within the sixty (60) day period will be stressed. Recipients will be asked to maintain a record of their housing searches, with comments as to why particular units were not selected. Families will be asked to contact their Program Representative at least one week before the expiration of the sixty-day finding period. At that time, the Program Representative will review with the family the efforts it has made to find a suitable dwelling unit and the problems it has encountered.

If the family's failure to find a suitable unit is not due to the lack of diligence on the family's part, a 30 day extension may be provided. One additional 30 day extension may be provided subsequently, if additional diligent effort is demonstrated. Additional assistance will be provided, upon request, in individual counseling sessions with emphasis on overcoming the problems, which have been encountered. Extensions of Certificates/Vouchers will be granted only upon the family's request for an extension prior to expiration of the Certificate/Voucher, and upon documentation, satisfactory to the LHA, that the family has made diligent effort.

- d. General assistance to families during the period between issuance of the certificate and the execution of the lease and contract would include maintaining listings of available rentals provided by the landlords, and availability of Program Representatives for personal or telephone conferences to clarify any questions that may have developed since issuance of the certificate. Where possible and effective, additional assistance will be provided to large families and minorities.

Families will be asked to notify their Program Representative immediately if they encounter discrimination. The family will be advised how to file a discrimination complaint with the appropriate agency.

- e. The LHA may allow suspension of the expiration date of a Certificate/Voucher for a period not exceeding thirty (30) days under certain limited circumstances as determined by the LHA, in cases where, through no fault of the family, the Request for Lease Approval was not approved by an LHA in a timely manner or due to the landlord's failure to comply with Housing Quality Standards. In order for suspension to be allowed, the family must notify the initial LHA prior to expiration of the Certificate/Voucher, and must provide satisfactory documentation of the reasons for the delay. Said suspension shall not exceed the number of days between the date of submission of the Request for Lease Approval and the date on when the Certificate would be expired, including any extensions which would have been allowed but, in any event, said suspension shall be for not more than thirty (30) days after the maximum one hundred twenty (120) days allowed for the retention of a Certificate/Voucher.

Briefing Packet Material

The materials required pursuant to 24 CFR 982.301 will be included in the briefing packet, together with any other materials which the LHA deems necessary, appropriate, or helpful.

4. HOUSING QUALITY STANDARDS AND INSPECTION

- a. The LHA will utilize the acceptability criteria as contained in the Program Regulations and is using a HUD approved modified version of the HUD 52580 Inspection Form.
- b. In addition to the Housing Quality Standards, applicable state and local codes will also be observed and utilized.
- c. All Request for Lease Approval Forms will be submitted to the Program Administrator or Supervisor, who will accordingly schedule the inspection of the unit. All inspections and findings shall be followed by a repair report and determination on rent.

The Housing Inspector has been trained by the Authority to perform the necessary inspections utilizing the HUD Housing Quality Standards. In addition, the local Board of Health will provide technical assistance as needed to determine the acceptability of any units under Chapter II of the State Sanitary Code.

After completing the inspection, a copy of the Inspection Report will be sent to the property owner and one (1) copy will be retained in the participant's file. This form shall serve to indicate repairs which must be completed prior to the execution of a Contract and Lease.

Inspections shall be repeated immediately after the required date to ensure compliance, and recorded on the HUD 52580 or HUD approved modified version.

The LHA shall make the final determination of compliance with the HUD Housing Quality Standards and state and local codes. In any disagreement relating solely to LHA interpretation of state and local codes, the LHA may elect to request an opinion from the local Board of Health as to proper interpretation of state and local codes, although any final decision shall be made by the LHA.

Lead Based Paint

The LHA will adhere to HUD's Housing Quality Standards, and the requirements of the Mass. General Laws relative to lead based paint.

5. LEASE AND FAMILY OBLIGATIONS

Lease Approval and Housing Assistance Payments Contract Execution

If the LHA determines that all applicable program requirements have been met with respect to the "Request for Lease Approval", the LHA will notify the owner and the applicant, compute the share of the Contract Rent payable by the family, complete the HAP Contract, prepare the Lease Agreement (if landlord is using the LHA supplied lease) and the Addendum to the Lease, if applicable (that is, if owner is supplying his or her own lease).

If the LHA determines that the lease cannot be approved for any reason, including the condition of the unit, the LHA notifies the owner and/or family (1) of the reasons that the lease or proposed dwelling unit were disapproved and (2) that if the conditions requiring disapproval are corrected by the owner, another Request for Lease Approval may be submitted by the owner and family on or before a specified date, determined reasonable by the LHA. The family's Certificate shall be kept active pending completion of repairs as long as this is a reasonable time frame. The LHA may approve the subsequent Request for Lease Approval if the conditions have been corrected satisfactorily within said reasonable time. Approval of the Lease Agreement is also based on Rent Reasonableness determination by the LHA.

The LHA shall, in its sole discretion, determine what period constitutes a reasonable time, and may elect to consider, and weigh appropriately, such factors as the nature, extent, cost, and difficulty of the work required, the weather and seasonal conditions, the availability of materials, the diligence and initiative of the family and the owner, the amenities or special considerations of the unit, and such other factors as the LHA deems necessary, reasonable, or appropriate.

The LHA shall comply with 24 CFR 982.305 and 24 CFR 982.306 in granting approval to lease a unit and in determining disapproval of an owner. In addition to said regulations, the LHA may, in its sole discretion and based on its determination of all the facts and the circumstances, deny approval to lease a unit from the owner if:

- a. The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f);
- b. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- c. The owner has engaged in drug trafficking;
- d. The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;
- e. The owner has a history or practice of renting units that fail to meet State or local housing codes; or
- f. The owner has not paid State or local real estate taxes, fines or assessments.

For purposes of this section, “owner” includes a principal or other interested party, regardless of the form of ownership, and shall include, but not be limited to, sole ownerships, partnerships, limited partnerships, corporations, trusts, fee simples, joint-tenancies, tenancies in common, or managing agents who have control over the operation of the property.

In the event that the Owner wishes to utilize his own form of lease, the LHA will review said lease and determine whether said lease complies with all Section 8 program requirements. If said lease does not comply, then the LHA will disapprove said lease unless it is determined by the LHA that said lease does not contain any prohibited lease provisions and that all required lease provisions mandated under the program may be properly and adequately incorporated in said lease through the use of the LHA’s standard lease addendum. The LHA may also decline to approve any lease that the LHA determines does not comply with any state or local law or ordinance.

The LHA will provide, in each family’s briefing packet, a statement of the LHA policy on providing information to owners. The LHA policy requires that the LHA will give the same types of information to all families and all owners. The LHA will provide the owner with the following information upon the owner’s request:

- a. The family’s current address (as shown in LHA records);
- b. The name and address (if known to the LHA) of the landlord at the family’s current and prior address;

Evictions

If at any time during the tenancy, the landlord has a reason to want to evict the tenant, he may do so, in accordance with the provisions of the Contract and the Lease as well as all applicable local and State law, and program regulations.

Security Deposit

The Owner may collect a security deposit from the tenant, according to, and in compliance with, the Massachusetts General Laws. (Refer to Mass. General Laws Chapter 186, and related chapters and sections.)

The Owner may not collect a security deposit in excess of the amount allowed under Massachusetts law, or in excess of private market practice, or in an amount which exceeds the security deposit charged by the Owner to unassisted tenants.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the family.

Owner Refunds to the Family

If a family vacates its unit, the owner, subject to State and Local law, may use the Security Deposit as reimbursement for any unpaid family contribution or other amounts owed under the lease. If no such amounts are owed, or if the amounts owed are less than the amount of the Security Deposit, the owner must refund the full amount, or the unused balance to the family, including any interest required to be paid on such deposits by state and local law. The owner must also comply with state law regarding deductions, interest, itemizations, refunds, and notifications which relate to the family's security deposit.

Grounds for Denial or Termination of Assistance

The grounds for denial of assistance to an applicant, or for denial or termination of assistance to a participant, because of action or inaction by the applicant or participant are as follows:

- a. The LHA may deny any applicant admission to participation in the program, may deny issuance of another Certificate to a participant who wants to move to another dwelling unit and may decline to enter into a Contract, or to approve a Lease, where requested by a participant, in the following cases:
 1. If the applicant or participant currently owes rent or other amounts to the LHA or to another LHA in connection with the Section 8 Program or any other housing program.
 2. If the applicant (or a previous participant in the Section 8 program or other housing program), or participant has not reimbursed the LHA or another LHA for any amounts paid to an Owner under a Contract for rent or other amounts owed by the Family under the Lease (see CFR 882.112) (d)), or for a vacated unit (see CFR 882.105 (b)).

3. If the applicant or participant has committed any fraud in connection with any housing assistance program.
4. If the applicant or participant has violated any Family Obligation under the Section 8 Program or any other housing program.
 5. If the applicant or participant has breached an agreement with an LHA.
 6. If the applicant or participant has made misrepresentations on an application or recertification including, but not limited to, misrepresentation of income or household members.
 7. Failure to allow inspection of the dwelling unit as may be required by 24 CFR 982.551 or other HUD Regulations.
 8. Destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.
 9. Violation of, or failure to comply with, any family obligation under the Section 8 program or any other public housing program.
 10. Violation or failure to comply with any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
 11. Violation of family obligations or destruction of a previously occupied unit under another housing program.
 12. Drug-related or violent criminal activity by any family member. The Malden Housing Authority is looking for a three-year drug free time frame from the time of the last conviction to the time of application. The Malden Housing Authority feels that this is a reasonable time frame for an applicant to show a positive change in behavior patterns.
 13. Eviction from a public housing program by any family member.
 14. Termination from a Certificate program by any family member.
 15. Actual or threatened abusive or violent behavior toward housing authority personnel.

16. Failure of or refusal to sign and submit consent forms for obtaining information in accordance with 24 CFR part 760, and 24 CFR part 813, as well as evidence of citizenship or eligible immigration status pursuant to 24 CFR 812, and any other information (including but not limited to social security numbers) which the LHA is authorized to, or not prohibited from, requesting or obtaining.
17. Failure to report immediately to the LHA any changes in income, family composition, or status, as may be required by 24 CFR 982-551 or other HUD regulation.

The LHA shall at its sole discretion, determine which circumstances to consider, and the weight given to each circumstance, in deciding whether to deny or terminate assistance. Such circumstances may include, but are not limited to, the seriousness of the case, the extent of participation or culpability of individual family members, the effects of denial or termination of assistance on other family members who were not involved in the action or failure, the effect on the program, the prospect of continuing violations, difficulty of preventing or discovering continued violations, past record of violations of a similar nature, and any other previous program violations, lease violations, or complaints.

The LHA may, at its sole discretion, allow a family, that owes any money to the LHA, to repay said amounts in full and to continue receiving assistance under the program. The LHA may take into account any circumstance or factor relating to the total amount owed, the length of time owed, the degree, extent or severity of the circumstance which gave rise to the amount owed, the family's cooperation in reporting or assisting the LHA in discovering the amount owed, the number of times the family has owed any amount to an LHA, and the family's willingness to cooperate in the future. If the LHA elects to allow said repayment, the LHA may, at any time, deny or terminate assistance for failure to make said payment or for breach of any such agreement which is a condition for continued assistance under the program.

Procedures for Informal Hearings for Participants

Refer to Exhibit A attached hereto and made a part hereof for the full text of the Hearing Procedure adopted by the Housing Authority, pursuant to HUD regulatory requirements. See also CFR 982.555.

6. EQUAL OPPORTUNITY HOUSING

The LHA will abide by Equal Opportunity Housing requirements in the administration of the Section 8 program.

Advertising and outreach will be provided as outlined in previous sections of this Administrative Plan. Special outreach will be made to groups less likely to apply such as those expected to reside by sending notices of waiting list openings to major employers within the community.

Action will also be taken to encourage participation by owners of units outside of areas of low-income or minority concentration by sending informational brochures to various local real estate agencies and social service agencies as well as the local council of churches and Chamber of Commerce.

A briefing session will be scheduled for property owners explaining the program and equal opportunity requirements. Informational handouts and equal opportunity brochures will be made Available.

The LHA will apprise participant families of applicable Federal, State, and local laws relative to Fair Housing, and the Form HUD 903 will be provided and explained to all Certificate/Voucher Holders in the briefing packet.

The LHA will make available for reference or handout lists indicating general neighborhood locations and descriptions, community organizations, churches, and shopping areas.

The LHA is accustomed to, and will continue, counseling individual families desiring to move. Although the listings of available apartments are generally very limited, the Authority will attempt to maintain and expand such listings whenever possible. Certificate holders will also be given the names of owners or Brokers who have apartments available.

Racial and family characteristic data, as required by HUD regulations, will be maintained for all applicants and participants.

All Certificate holders will be briefed relative to the Program. The briefing will consist of information relative to Family and Owner responsibilities under the lease and contract, how to find a unit, how to approach and work with Owners, requirements of State Sanitary Code and HUD Housing Quality Standards, applicable Federal, State, and local laws and regulations, Federal and State Fair Housing laws, and other information relative to program requirements and methods and procedures which will facilitate participation in the Program.

A portion of the briefing also covers actions and procedures to be taken and assistance available to families who believe they have encountered discrimination during their housing search. Families will be advised of their rights, given assistance in this regard and referred to appropriate agencies for further action.

Any applicant or participant who believes that they are the victim of illegal discrimination, or that discrimination has prevented the family from leasing a suitable unit will be scheduled for a private meeting or conference with LHA staff to discuss the problem and strategy for appropriate action. Where necessary or appropriate, the applicant/participant will be directed to contact HUD or MCAD and will be assisted by the LHA in making this contact. The LHA may also explain to the applicant/participant their rights under federal and state law and provide the applicant/participant with a housing discrimination complaint form, such as form HUD 903 and/or 903A or the appropriate replacement form.

The LHA will make reasonable accommodations, as required by law, for handicapped/disabled persons to promote the objective of providing equal access to, and opportunity for participation in, the Section 8 Certificate programs for handicapped/disabled persons.

The Authority will issue and administer Section 8 Certificates in accordance with the rules and regulations promulgated by HUD.

The selection of families, issuance of Section 8 certificates, briefing of families, rent payments, approval of units, execution of HAP Contracts, re-examination of family income and composition, denial and termination of assistance, and all other administrative procedures required by HUD will be adhered to in the implementation and on-going administration of the Program.

7. RENT REASONABLENESS

In determining a reasonable rent to owner the Malden Housing Authority will consider the following factors:

1. HUD published Fair Market Rents.
2. Rents received by owners for unassisted units in the same locale.
3. Utilities to be included.
4. The size of the unit.
5. Amenities to be included (air conditioner, dishwasher, disposal, microwave).
6. The general condition of the apartment, for example, new construction, total rehab, semi-modern kitchen/bath, older unit with no major renovations.

Attachment BB

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 242,498.00 (MA06DEP0220101)

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X _____

C. FFY in which funding is requested: FY2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Malden Housing Authority is employing a comprehensive plan to address the problem of drug-related crime. The multi-faceted approach encompasses increased police investigation, drug prevention and intervention activities. This effort recognizes the need for familial and peer involvement and ethnic cultural sensitivity and coordinates the efforts of law enforcement, education, community organizations, public agencies, recreational resources and the private sector in a partnership designed to create a safer, drug-free environment. Persons served include at-risk youth, adults and families.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Newland Street and environs (22-1)	250	1279
Suffolk Manor (22-2)	100	100
630 Salem St. (22-3)	217	217
Mountain Ave. (22-5)	124	124
Pleasant Street (22-6)	172	172
89 Pearl St (22-9)	110	110
Scattered Site Units (22-9)	14	56

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months_____ 12 Months_____ 18 Months_____ 24 Months_x_____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	250,000	MA06DEP0220195	0	N/A	Completed
FY 1996	250,000	MA06DEP0220196	0	N/A	Completed
FY 1997	270,000	MA06DEP0220197	0	N/A	Completed
FY1998	-				
FY 1999	219,261	MA06DEP0220199	101,371		12/2001
FY 2000	226,243	MA06DEP0220100	226,243		12/2003

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The PHDEP Strategy employed by the Malden Housing Authority is a multi-faceted program designed to drug abuse and related crime, demonstrate viable alternatives to the aforementioned and empower individuals and the community. In concert with increased law enforcement, various program components are designed to recognize cultural diversity, provide on-site educational and job opportunities, promote individual and peer leadership and develop individual talents through a variety of endeavors, all within an anti-drug context. The strategy serves youth, adults, individuals and families and recognizes those elements often associated with drugs and crime: domestic and teen violence, child abuse and neglect, inadequate education and employment capabilities, peer pressure and community alleviation. The roles of plan partners are both direct and supportive. Recognized community institutions such as the Public Library, YMCA, Arts Council, Cable Access Television and the Continuing Education Institute are fortified by the Junior Police, Police Leadership Council, Healthy Malden 2000, the District Attorney’s Anti-Violence Program and a variety of other community and regional entities. Evaluation and monitoring

is both component specific and program generic employing surveys, pre and post testing and anecdotal funding.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY2001__ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	48,000.00
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	194,498.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	242,498.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 48,000.00		
Goal(s)	Confront Drug Abuse and Related Crime						
Objectives	Use of above line special above line special law enforcement resources						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Community Outreach			06/02	06/04	48,000		Attitudinal Change
2. Drug Interdiction							Number of Responses
3. Presence/Surveillance							Arrests

9160 - Drug Prevention Activity 1					Total PHDEP Funding: \$52,825.00		
Goal(s)	Adventure Challenge Program						
Objectives	Team Building, Self Empowerment, Learning, Choices						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Adult Education	70	Youth 12-16	06/02	06/04	52,825.		Team Building
2.Arts and Diversity Train.							Individual Review
3. Youth Activities/Train.							Pre/Post Test

9160 - Drug Prevention Activity 2					Total PHDEP Funding: \$ 48,103.00		
Goal(s)	Adult Education On Site Program – Provision of Remedial Education to Residents						
Objectives	Academic and Job Training Advancement						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Community Outreach	75	Adult Residents	06/02	06/04	48,103		Community Response
2. Individual Assessments	75						Participant Advancement
3. Course Activities	20						Graduates

9160 - Drug Prevention Activity 3					Total PHDEP Funding: \$20,000.00		
Goal(s)	MATV Learning Campus						
Objectives	Promotion of Computer Literacy, job opportunities, self empowerment						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.Recruitment	100	Youth &	06/02	06/04	20,000		Participation Rate
2.Computer Training		Adults					Product Evaluation
3.Video Training							Pre/Post Test

9160 - Drug Prevention Activity 4					Total PHDEP Funding: \$ 50,000.00		
Goal(s)	Youth and Sports Tutors						
Objectives	Youth Empowerment, Self-Esteem						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Extensive Sports	136	Youth 10-16	06/02	06/04	50,000		Participation Levels
2. Peer Tutors							Personal Achievement
3. Competitions							Pre/Post Test

9160 - Drug Prevention Activity 5					Total PHDEP Funding: \$ 5,000.00		
Goal(s)	Tong Soo Do/Karate – Alternative to Drugs						
Objectives	Learning Experience, Self Discipline						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.Community Outreach	70	Youth 8 -16	06/02	06/04	5,000		Development Response
2.Instruction	70						Class Performance
3.Team/Indiv. Progress	70						Team/Indiv. Awards

9160 - Drug Prevention Activity 6					Total PHDEP Funding: \$ 9,000.00		
Goal(s)	Substance Abuse Education						
Objectives	To inform youth and families of drug perils						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Adult Education	133	Youth and	06/02	06/04	9,000		Numerical Response
2.Arts and Diversity Train.		Families					Participants
3. Youth Activities/Train.							Pre/Post Test

9160 - Drug Prevention Activity 7					Total PHDEP Funding: \$ 5,000.00		
Goal(s)	Community Arts Cultural Diversity Program						
Objectives	To make youth aware of cultural differences						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Adult Education	200	Diverse Youth	06/02	06/04	5,000		Number of Participants
2.Arts and Diversity Train.							Community Linkage
3. Youth Activities/Train.							Program Diversity

9160 - Drug Prevention Activity 8					Total PHDEP Funding: \$1,500.00		
Goal(s)	Child Abuse/Domestic Violence Training						
Objectives	Detection and Prevention						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Community Outreach	50	Youth , Adults	06/02	06/04	1,500		Response
2. Staff Training		And Families					Detection Rate
3. Intervention/Referral							Intervention Rate

9160 - Drug Prevention Activity 9					Total PHDEP Funding: \$ 1,070.00		
Goal(s)	Youth Education through Mentoring						
Objectives	Development of Economic and Academic Opportunity						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Training of Mentors	12	Youth 14-16	06/02	06/04	1,070.		Mentor Certification
2. Matching	24						Participant Growth
3. Program	24						Pre/Post Test

9160 - Drug Prevention Activity 10					Total PHDEP Funding: \$ 2,000.00		
Goal(s)	Program Survey						
Objectives	Evaluate Needs and Effectiveness of Programs						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Survey Participants		Participants &	06/02	06/04	2,000		Level of Response
2. Survey Residents		Residents					Level of Response
3. Evaluate Survey							Survey Results

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	12,000	Activity 1	24,000
9120				
9130				
9140				
9150				
9160	Activity 1-10	48,624.	Activity 1-10	97,249
9170				
9180				
9190				
TOTAL		\$60,624.		\$121,249.

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

ATTACHMENT C

MALDEN HOUSING AUTHORITY

Revised 03/14/00

PERSONNEL POLICY

1. BASIC PRINCIPLES

- a. Merit System. The employment of personnel and all action affecting employees shall be based solely on merit, ability, and equality.
- b. Nondiscrimination. There shall be no discrimination against employees or applicants for employment based on race, creed, color, age, marital status, national origin, sex, or any political or union affiliation.
- c. Politics. All members, officers, and employees of the local agency whose employment as such constitutes their principal employment are subject to the provisions of Section 12 (a) of the Hatch Act. If any individual who is also engaged in some other employment or occupation is doubtful as to his/her status under the Hatch Act, he/she may present the matter in writing to the United States Civil Service Commission for a ruling.
- d. Nepotism. The employment of more than one member of the same immediate family shall be avoided insofar as possible.

2. ORGANIZATION

- a. Organization Plan. All positions shall be established in accordance with the organization.
- b. Delegation of Authority. Every employee shall be given the authority necessary to perform his/her assigned duties.

3. COMPENSATION

- a. Determination of Rates.

(1) For technical staff and maintenance personnel,

appropriate compensation rates shall be paid on the basis of prevailing rates in the locality, pursuant to the HUD Annual Contribution Contract and the DHCD Contract for Financial Assistance.

- (2) For administrative and clerical staff, appropriate compensation shall be determined on the basis of pertinent local public practice. Public practice, as referred to here, shall consist primarily of the related regulations of the municipal or county government and of such local public bodies as public schools, public hospitals, or other institutions supported by public funds. Compensation rates shall be in accordance with comparability substantiated as per HUD requirements.

a. Probationary Period.

- (1) Probationary employment shall last for a period of six (6) months, as which a review of the employee's job performance shall be conducted by the Executive Director. If the review is unsatisfactory the Executive Director may extend the probation or terminate the employment of the individual. Initial appointments shall generally be made at a reduced amount in each job classification. This amount shall be determined by the Executive Director.

4. AUTHORITY TO EFFECT PERSONNEL ACTIONS

Authority to appoint, promote, transfer, demote, suspend, and separate personnel shall be vested in the Executive Director and such other officials as are formally designated to act for him/her. Personnel actions relating to the key employees as determined by the Board shall be reserved for Board action on the recommendation of the Executive Director.

5. SELECTION OF APPLICANTS

Persons desiring employment shall file written application setting forth their qualifications, experience, references, and other information as may be required.

6. CHANGES IN STATUS OF EMPLOYMENT

- a. Promotions. Vacated or newly established positions shall be filled to the fullest extent possible consistent with efficient operations and qualifications by the promotion of qualified employees.
- b. Demotions. An employee shall be subject to demotion under the following conditions:
 - (1) If he/she has been found unqualified for his/her present position but may be expected to give satisfactory service in a lower paying position.
 - (2) If his/her position has been either abolished or reallocated to a lower paying class. It shall be clearly indicated on all papers that the transaction in no way reflects on the employee's performance of ability.
- a. Transfers.
 - (1) Employees shall be transferred within the organization as far as practicable to positions where their highest skills will be utilized.
 - (2) When transfers of personnel are necessitated by organizational changes, an effort shall be made to place the affected employees in positions which will permit them to retain their salaries.
 - (3) In making transfers within the organization, consideration shall be given to the desires of the employees involved.
- b. Suspensions. An employee may be suspended from duty without pay for a period not to exceed fifteen working days:
 - (1) For disciplinary reasons, or
 - (2) Pending investigation of charges where the presence of the employee at work constitutes a hazard either to the local agency or to himself/herself. If the investigation does not bear out the charges and the employee is retained, he/she shall be paid for the period of the suspension, or
 - (3) Violation of State or Federal Law, or

- (4) Violation of the Personnel Policy of the Malden Housing Authority.

7. SEPARATIONS

- a. Resignations. An employee who desires to terminate his/her employment shall submit a written resignation at least two weeks in advance, setting forth his/her reason for resigning.
- b. Dismissals. An employee who provides unsatisfactory service or who is guilty of substantial violation of regulation rules, federal or state law or the Personnel Policy shall be subject to dismissal without notice. In such cases the employee, if he/she desires, shall be given a hearing before the Executive Director, and, if necessary to appeal the case, before the Board of Commissioners.
- c. Reduction in Force. If it is necessary to reduce personnel, the selection of employees to be retained shall be based on their work performance and the necessity of the job function. Length of service shall be given consideration.
- d. Leave Payments. No terminal leave or severance payments shall be made except for authorized unused annual leave balances.

8. WORKING HOURS

- a. Regular Work Week. The regular work week shall consist of 40 hours for maintenance personnel and 35 hours for staff personnel. From Monday through Friday, the work day for staff personnel shall begin at 8:30 A.M. and end at 4:00 P.M.; for maintenance personnel, the work day shall be as necessary to provide adequate coverage of maintenance operations – a schedule of work hours shall be prominently posted.
- b. Overtime Policy. Overtime work shall be avoided whenever possible, but may be required by the Executive Director in the interest of efficient operation. In a case involving an Administrative employee, the employee shall be granted compensatory time off, which shall be taken within sixty (60) days from the date earned. Compensatory time off shall be earned at the rate of one and one half (1 ½) times the norm.
- c. Maintenance employees who respond to overtime calls shall

first determine whether or not there is an urgent need for work action. If it is so determined that an emergency situation exists, the employee shall respond in the following manner:

- ❑ Punch in. Prepare a work order listing the time, the problems, and the materials used, making sure that the tenant signs the work order. Punch out.
- ❑ Maintenance employees shall be guaranteed a minimum of one (1) hour of overtime work. Thereafter, time shall be based on quarterly hour increments.
- ❑ Maintenance employees shall be paid at the rate of one and one half (1½) hours the normal rate of pay for overtime work.
- ❑ Overtime work orders are to be forwarded to the central office with the weekly time cards, which are to be signed by the foreman.
- ❑ The principal executive staff shall not be compensated for overtime work.

9. ABSENCE FROM WORK

The following regulations, consistent with pertinent local public practice, are established:

- a. The following holidays with pay shall be observed:

NEW YEAR'S DAY	LABOR DAY
MARTIN LUTHER KING'S BIRTHDAY	COLUMBUS DAY
PRESIDENT'S DAY	VETERAN'S DAY
PATRIOT'S DAY	THANKSGIVING DAY
MEMORIAL DAY	CHRISTMAS DAY
INDEPENDENCE DAY	

- b. Vacation Benefits: Effective January 1, 1994

- (1) All non-contractual employees shall be credited with vacation without loss of pay based on continued active service as follows:
- A. After the first six (6) months of continuous service with the Malden Housing Authority, employees shall be allowed a vacation of two (2) work weeks, to be credited in the first day of the seventh month of service.
 - B. For each year up to five (5) years of credited service, completed as of January 1, said employees shall be allowed a vacation of two (2) work weeks,

to be credited on January 1 of each year after six (6) months of service.

- C. For each year more than five (5) years but less than ten (10) years of credited service, completed as of January 1, said employees shall be allowed a vacation of three (3) work weeks, to be credited on January 1 of each year after five (5) years of service.
- D. For each year more than ten (10) years but less than twenty (20) years of credited service, completed as of January 1, said employees shall be allowed a vacation of four (4) work weeks, to be credited January 1 of each year after ten (10) years of service.
- E. For each year more than twenty (20) years of credited service, completed as of January 1, said employees shall be allowed a vacation of five (5) work weeks, to be credited on January 1 of each year after twenty (20) years of service.

- (2) Annual leave not taken by employees may not be accumulated beyond the current calendar year except by approval of the Executive Director and the Board of Commissioners.
- (3) An employee who is permanently separated shall be paid in a lump sum for any accumulated annual leave at his/her current rate of pay, except where his/her dismissal is due to malfeasance. Separation shall include entering military service under the conditions set forth in paragraph 9 (g) below.
- (4) In no event shall an employee be paid for annual leave not taken, except as provided in paragraph 9 (b3) above.
- (5) The Executive Director may grant advance vacation leave at his/her discretion and with approval of the Board.

c. Sick Leave.

- (1) Employees may be paid for leave taken because of illness or accident. Sick leave shall be accumulated at the rate of one and one-quarter (1¼) days per month of service.

- (2) Sick leave may be accumulated not to exceed one hundred and fifty (150) days.
- (3) Accumulated sick buy-back: Upon their retirement, any full-time employee covered by this policy shall have the opportunity to sell back to the Malden Housing Authority any unused sick leave at the rate of \$25.00 a days up to a maximum of one hundred and fifty (150) days. Upon the death of an employee, payment of this benefit shall be made to his/her designated beneficiary.
- (4) Advances of unearned sick leave may be granted at the discretion of the local agency not to exceed fifteen (15) days in any one calendar year.
- (5) Employees who are absent from work because of sickness for three (3) or more consecutive work days must submit a physician's certificate to the Malden Housing Authority attesting to compensable sick leave and readiness to return to work.
- (6) The Executive Director shall annually prepare a report of all sick time used by Malden Housing Authority employees the previous calendar year and submit the report to the MHA Board of Commissioners for review.

After review by the MHA Board of Commissioners, any MHA employee having been deemed to abuse the MHA sick leave policy shall be put on notice for a six-month to one-year period which will require that employee to provide the Executive Director with a doctor's letter for each and every absence from that day forward regardless of the duration of the sick leave. This letter must be submitted to the Executive Director within seventy-two (72) hours after the employee returns to work. If the doctor's letter is not forthcoming within the seventy-two hour time period, the employee shall not be paid for that absence. Abuse shall be defined as using more sick days than the average unaccounted taken by the MHA work force, and having no medical documentation to support the sick days.

- d. Family and Medical Leave Act of 1993. The Malden Housing Authority (MHA) in accordance with the Family and Medical Leave Act of 1993 (FMLA) will provide "eligible" employees with up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons. Employees are eligible if they have worked for the MHA for at least one year, and for 1,250 hours over the previous twelve (12)

months. Unpaid leave will be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide thirty (30) days' advance notice when the leave is "foreseeable". The MHA may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

For the duration of the FMLA leave, the MHA will maintain the employee's health coverage in accordance with its policy. However, the FMLA doesn't require an employer to provide health insurance benefits. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of the FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. The FMLA doesn't require MHA to allow employees to accrue seniority.

Temporary conditions, such as pregnancy, are not considered disabilities under Section 504 of the Americans with Disabilities Act, and thus not grounds for reasonable accommodation. However, pregnancy and other conditions are considered serious health conditions under the FMLA and thus an employee with such a condition would be entitled to unpaid leave (although, again, not as a reasonable accommodation).

In certain situations, Section 504 of the ADA may require MHA to provide extended leave for a disabling condition. If MHA has allowed an employee to take twelve (12) weeks of unpaid leave under the FMLA it may be required to extend that leave, as a reasonable accommodation, if the employee is disabled. As with other types of accommodations, the MHA would not have to provide additional leave if it would impose an undue hardship on the business operation. Such a determination must be made on a case-by-case basis. While this is followed in most cases, management will take alternative steps when deemed necessary.

- e. Leave without pay. Leave without pay may, where necessary be granted, not to exceed two months in any one calendar year, subject to Board approval.
- f. Absence without authorization.

- (1) Absence without proper authorization or approval may be considered sufficient cause for suspension or dismissal of the employee at the discretion of the Executive Director.
 - (2) If an employee is absent without proper authorization, a deduction shall be made from his/her pay for the period of absence.
- g. Military leave of absence with pay, in accordance with the number of calendar days each calendar year permitted by existing State and Federal law, will be granted to permanent employees who are reservists of the Armed Forces or members of the National Guard engaged in active duty, training, or military aid to enforce the law.
- h. Court Leave.
 - (1) Summons. A summons or subpoena must be legally served for an appearance as a witness or for jury duty. All employees when actually summoned, shall immediately inform the Executive Director.
 - (2) Reimbursement. The pay of any employee who has received a subpoena for jury duty or as a witness will continue at the regular rate. All reimbursement received shall be turned over to the local agency to be credited against regular salary. Payment by the Court to the employee for travel expense at the prevailing rate may be retained by the employee.
- i. Bereavement. In the event of death in the immediate family of an employee, he/she will be granted leave with pay in the amount of three (3) working days, and such leave shall not be charged to sick leave or vacation leave. The immediate family shall consist of father, mother, sister, brother, husband, wife, son, daughter, step-children, mother-in-law or father-in-law.

In the event of death of an employee's grandparents, brother-in-law, sister-in-law, cousin, niece, aunt, uncle or nephew, he/she will be granted leave with pay in the amount of one (1) working day and such leave shall not be charged to sick leave or vacation leave.

10. HEALTH AND SAFETY

- a. Employees shall be provided safe, sanitary and healthful working conditions.
- b. Employees shall be covered by Workers' Compensation Insurance.
- c. If an employee is receiving benefits through Workers' Compensation, he/she will be allowed to accumulate sick and vacation time during a period of one year from date of disability. Vacation time will not be advanced from one year to another year. Sick and vacation time may be used to supplement an employee's wages or to supplement his/her

voluntary deduction when the employee is out on workers' compensation related injury.

- d. An employee who leaves his/her position to enter military service in time of war or any period of national emergency as declared by the President in connection with national defense or by reason of being drafted, shall be carried on the rolls in a military leave status. Upon his/her honorable discharge from military service, he/she shall be entitled to be restored to his/her same position or to a position equally acceptable to him/her for which he/she is qualified, provided he/she applies for reemployment within ninety (90) days after his/her discharge or before the expiration of any statutory right to reemployment, if later.

11. EMPLOYEE RELATIONS

Employees shall have the right to designate a representative of their own choosing. Employees shall be free to join, or refrain from joining employee unions. In so doing, employees shall be ensured freedom from restraint, interference, discrimination or reprisal.

12. TRAINING

- a. In-service training shall be provided to aid employees in gaining efficiency in their work.
- b. Employee training shall be a function of every supervisor.
- c. Training approved by the Board may be at Authority expense including travel and tuition.

13. GRIEVANCES

- a. Right of Employees. Employees shall have the right to present grievances individually, as a group, or through their designated representatives. In so doing, employees shall be assured of freedom from restraint, interference, discrimination and reprisal. Such grievances shall be presented only through the established lines of authority.
- b. Supervisory Responsibility. Supervisors at all levels shall receive and act promptly on employees' complaints.
- c. Appearance before Executive Director. Any employee shall have the right to appear before and present his/her grievance to the Executive Director as a final appeal.

14. PERFORMANCE RATINGS

- a. Employees shall receive annual performance ratings.
- b. Performance ratings shall be noted in employee service records and shall be considered in effecting personnel actions.

15. SERVICE RECORDS

A service record shall be maintained for every employee and shall contain complete information pertinent to his/her employment, including dates of employment and pay changes, training received, diplomas and/or certificates of satisfactory completion of training beneficial to the Authority.

16. TRAVEL

- a. Employees or Commissioners of the local agency may travel in official capacity upon authorization by the Board. Each trip to a destination outside of the jurisdiction of the local agency (except to the Regional or Area Office and to nearby communities to carry out normal operating functions) shall specifically have prior authorization by resolution of the Board approving the trip as essential to the conduct of its programs. Local agency attendance at conferences, conventions and meetings shall be limited to the number of persons necessary to cover the meeting adequately.
- b. Transportation costs for employees or Commissioners authorized to travel on official business of the local agency shall be paid by the local agency. Airline (tourist or coach) or first class rail and pullman accommodations (lower berth, roomette, or parlor car seat), if advantageous, shall be standard means of transportation. Costs of taxi fares, telephone calls, telegrams, secretarial services and similar items necessarily incidental to the performance of official business, shall be considered reimbursable items.
- c. In addition to reimbursable costs as outlined above, actual expenses shall be paid for employees of the local agency. Commissioners of the local agency and consultants will receive no compensation.
- d. Reimbursement for use of a privately owned automobile for authorized out-of-town travel shall be limited to the cost of common carrier service permitted herein. Where it has been determined and recorded in a Board resolution that travel by private car is more advantageous to the local agency than travel by common carrier, reimbursement shall be made in an amount not to exceed current IRS mileage allowance. This determination is not required in connection with reimbursement for trips to nearby communities to carry out normal operating functions. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only in the case of a privately owned automobile, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one of these persons shall be reimbursed for mileage or for car expenditures. Flat rate travel allowances as approved by the Board are subject to budgetary restraints and submission once every six months in detailed voucher form for a period of one month as per HUD requirements 7401.1.

17. RETIREMENT

All permanent employees are required to participate in the City of Malden retirement plan.

18. BONUSES AND PRESENTS

Project costs shall not include the cost of any bonus payments, Christmas presents, or other presents in cash or any other form.

19. ENTERTAINMENT EXPENSES

Project costs shall not include expenses incurred for the provisions of entertainment and incidental food and beverages.

20. ADMINISTRATION

The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes of this personnel policy.

21. COMPENSATION PLAN

The compensation plan for all employees shall be determined by the Board and shall be contained in the Annual State and Federal Budget Submissions.

22. ADMENDMENT

Amendment of the above provisions shall be by resolution of the Board of Commissioners.

23. SEXUAL HARASSMENT POLICY

- a. It is the policy of the Malden Housing Authority to provide a work environment that is free of verbal and/or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- b. In furtherance of this policy, the Malden Housing Authority prohibits the following conduct:
 - (1) Conduct which makes the submission to sexual advances, requests for sexual favors or other sexual activity, a term or condition of present or future employment, promotion, job assignment or wage or benefit earning;
 - (2) Conduct which communicates sexually offensive remarks, materials, or actions which create an intimidating, hostile or offensive work environment.
- c. This policy shall apply to any and all agents, employees (supervisory or non-supervisory), commissioners, and independent contractors (herein after collectively referred to as "employees") regardless of rank, position, station or gender.

- d. Complaints of harassment shall be reported to an immediate supervisor and, in all cases, to the Executive Director. In the case of a complaint involving the Executive Director, the complaint shall be reported to the Chairperson of the Board. All complaints shall be considered confidential and shall be reviewed in a reasonable and timely fashion. All employees are required to cooperate in such investigation. Any party to the complaint may independently retain the services of legal counsel. No retaliatory action shall be taken by any person against the complainant. The matter may be referred to an independent investigator for verification.
- e. All germane parties shall be given notice of the complaint. The findings of any investigation shall be reduced to writing and shall be conveyed to both the complainant and the alleged offending party and made part of the parties' personnel file. Both parties shall be advised of other actions which may be taken.
- f. Employees found to have committed an act of harassment shall be subject to appropriate remedial and/or disciplinary action up to and including termination.
- g. The Executive Director shall notify the Board of Commissioners of the results of any investigation along with recommended actions, if any.

SECTION 2

MISCELLANEOUS ADMINISTRATIVE PRACTICES AND PROVISIONS

MALDEN HOUSING AUTHORITY

1. MEMBERSHIP IN ORGANIZATIONS

- a. Expenditures for agency membership dues and fees in organizations will be considered eligible project costs if:
 - (1) The organization furnishes technical or professional information, training, workshops, or other services beneficial to federally or state sponsored public housing and urban renewal activities.
 - (2) The membership is specifically authorized by official action of the local agency's board or an authorized official of the local agency.
- b. HUD approval is required for inclusion in project costs of agency membership dues and fees. For an organization which has not already been found to qualify under the criteria stated above, it will be necessary for the local agency to submit a justification for inclusion of the dues and fees in project costs on the basis of these criteria.

- c. Project costs shall not include the costs of individual membership of officials and employees in any organization, nor shall project costs include expenditures for membership in any organization whose activities substantially include or involve the promotion of legislation.

2. MEETINGS, CONVENTIONS, CONFERENCES, SEMINARS, TRAINING

Attendance at conferences, conventions, meetings, seminars, institutes, or workshops shall be limited to the number of persons necessary to cover the meeting adequately as authorized in advance by Board action. When more than one traveler is authorized to attend such meetings, the local agency records shall be documented with justification to support the approval of multiple coverage.

- a. Per Diem and Travel Costs. The policies and expense limitations outlined herein shall apply to all out-of-town travel costs.
- b. Expenses in connection with authorized out-of-town travel for attendance of local agency officials and employees at conferences, conventions, and committee meetings of organizations which have a broad interest in low-rent housing and/or urban renewal activities at a national, regional or local level are allowable costs. Also allowable are costs incurred for out-of-town travel for attendance at training conferences, seminars, institutes, or workshop meetings. However, attendance at these latter meetings must afford the conferees an opportunity to discuss the means of improving techniques and the current developments in their respective fields of skill or to exchange new ideas for improving operational efficiency.
- c. Out-of-town travel costs and per diem allowances for attendance of representatives of the governing body of the locality at urban renewal or low-rent housing workshop meetings or seminars are allowable costs when authorized by official Board action, provided the meeting agenda is related to problems which require joint local agency and municipal or state solutions and attendance is limited to the minimum number of representatives necessary to cover the meeting adequately for the local government. Meetings and seminars which are devoted solely to broad and general interest range in housing and renewal activities are excluded from this provision.
- d. Out- of- town travel cost and per diem allowances for attendance at training conferences, seminars or meetings, the purpose of which is to provide the conferees with elementary knowledge in their respective fields are not allowable.
- e. Per Diem allowances shall be limited to a maximum of fifty dollars per day for meals. In order to be reimbursed for per diem expenses, an expense voucher must be filed and supporting receipts must be attached to the expense voucher.

3. REGISTRATION FEES AND MEALS

Project costs may include registration fees for representatives of the local agency at meetings, conventions and seminars in accordance with the policies set forth above. The amount of such registration fee must not exceed the fee covering attendance at a particular meeting, convention, seminar, or conference and shall not be in lieu of periodic membership dues and fees. Charges to project costs must be supported by copies of the official agenda and a paid receipt for the registration fee. Project costs shall not include that portion of the registration fee covering meals for personnel who receive per diem in lieu of subsistence.

4. EXPENSES FOR MEETINGS - FOOD COSTS

Charges to project costs of expenses for holding regular or special local agency business meetings shall be limited to the rental of meeting rooms where adequate free space is not available, and to transportation costs of those persons whose attendance is necessary. In addition, project costs may include food costs when local public practice permits payment for food at such meetings, provided:

- a. Minutes of the meeting are recorded.
- b. Food costs are reasonable and are incurred in conformity with an officially adopted policy of the local agency for the convening of meetings at which food is to be served.
- c. Food costs do not exceed for each person the price of meals regularly served by local establishments for periodic group meetings.
- d. Each voucher for food served at such meetings is specifically approved by the local agency governing body, or, if the local agency is a municipality, by the chief executive office of the organizational unit administering the program activities. The cost of meals for guests of the local agency operations is not allowable as a project cost.

5. PUBLICATIONS

Project costs may include subscriptions to and purchase of newspapers, periodicals, and other publications which have specific information of value to the local agency in the operation of its program. Subscriptions and purchase of such material shall be limited to the reasonable need of local agency officials and employees.

6. BONUSES, PRESENTS, ENTERTAINMENT EXPENSES

Project costs shall not include the cost of any bonuses or presents in any form, or expenses incurred for the provision of entertainment, meals or incidental food and beverages (except as authorized above), regardless of

local public practice.

ATTACHMENT C

MALDEN HOUSING AUTHORITY

Revised 03/14/00

PERSONNEL POLICY

1. BASIC PRINCIPLES

- a. Merit System. The employment of personnel and all action affecting employees shall be based solely on merit, ability, and equality.
- b. Nondiscrimination. There shall be no discrimination against employees or applicants for employment based on race, creed, color, age, marital status, national origin, sex, or any political or union affiliation.
- c. Politics. All members, officers, and employees of the local agency whose employment as such constitutes their principal employment are subject to the provisions of Section 12 (a) of the Hatch Act. If any individual who is also engaged in some other employment or occupation is doubtful as to his/her status under the Hatch Act, he/she may present the matter in writing to the United States Civil Service Commission for a ruling.
- d. Nepotism. The employment of more than one member of the same immediate family shall be avoided insofar as possible.

2. ORGANIZATION

- a. Organization Plan. All positions shall be established in accordance with the organization.
- b. Delegation of Authority. Every employee shall be given the authority necessary to perform his/her assigned duties.

3. COMPENSATION

- a. Determination of Rates.

(1) For technical staff and maintenance personnel,

appropriate compensation rates shall be paid on the basis of prevailing rates in the locality, pursuant to the HUD Annual Contribution Contract and the DHCD Contract for Financial Assistance.

- (2) For administrative and clerical staff, appropriate compensation shall be determined on the basis of pertinent local public practice. Public practice, as referred to here, shall consist primarily of the related regulations of the municipal or county government and of such local public bodies as public schools, public hospitals, or other institutions supported by public funds. Compensation rates shall be in accordance with comparability substantiated as per HUD requirements.

a. Probationary Period.

- (1) Probationary employment shall last for a period of six (6) months, as which a review of the employee's job performance shall be conducted by the Executive Director. If the review is unsatisfactory the Executive Director may extend the probation or terminate the employment of the individual. Initial appointments shall generally be made at a reduced amount in each job classification. This amount shall be determined by the Executive Director.

4. AUTHORITY TO EFFECT PERSONNEL ACTIONS

Authority to appoint, promote, transfer, demote, suspend, and separate personnel shall be vested in the Executive Director and such other officials as are formally designated to act for him/her. Personnel actions relating to the key employees as determined by the Board shall be reserved for Board action on the recommendation of the Executive Director.

5. SELECTION OF APPLICANTS

Persons desiring employment shall file written application setting forth their qualifications, experience, references, and other information as may be required.

6. CHANGES IN STATUS OF EMPLOYMENT

- a. Promotions. Vacated or newly established positions shall be filled to the fullest extent possible consistent with efficient operations and qualifications by the promotion of qualified employees.
- b. Demotions. An employee shall be subject to demotion under the following conditions:
 - (1) If he/she has been found unqualified for his/her present position but may be expected to give satisfactory service in a lower paying position.
 - (2) If his/her position has been either abolished or reallocated to a lower paying class. It shall be clearly indicated on all papers that the transaction in no way reflects on the employee's performance of ability.
- a. Transfers.
 - (1) Employees shall be transferred within the organization as far as practicable to positions where their highest skills will be utilized.
 - (2) When transfers of personnel are necessitated by organizational changes, an effort shall be made to place the affected employees in positions which will permit them to retain their salaries.
 - (3) In making transfers within the organization, consideration shall be given to the desires of the employees involved.
- b. Suspensions. An employee may be suspended from duty without pay for a period not to exceed fifteen working days:
 - (1) For disciplinary reasons, or
 - (2) Pending investigation of charges where the presence of the employee at work constitutes a hazard either to the local agency or to himself/herself. If the investigation does not bear out the charges and the employee is retained, he/she shall be paid for the period of the suspension, or
 - (3) Violation of State or Federal Law, or

- (4) Violation of the Personnel Policy of the Malden Housing Authority.

7. SEPARATIONS

- a. Resignations. An employee who desires to terminate his/her employment shall submit a written resignation at least two weeks in advance, setting forth his/her reason for resigning.
- b. Dismissals. An employee who provides unsatisfactory service or who is guilty of substantial violation of regulation rules, federal or state law or the Personnel Policy shall be subject to dismissal without notice. In such cases the employee, if he/she desires, shall be given a hearing before the Executive Director, and, if necessary to appeal the case, before the Board of Commissioners.
- c. Reduction in Force. If it is necessary to reduce personnel, the selection of employees to be retained shall be based on their work performance and the necessity of the job function. Length of service shall be given consideration.
- d. Leave Payments. No terminal leave or severance payments shall be made except for authorized unused annual leave balances.

8. WORKING HOURS

- a. Regular Work Week. The regular work week shall consist of 40 hours for maintenance personnel and 35 hours for staff personnel. From Monday through Friday, the work day for staff personnel shall begin at 8:30 A.M. and end at 4:00 P.M.; for maintenance personnel, the work day shall be as necessary to provide adequate coverage of maintenance operations – a schedule of work hours shall be prominently posted.
- b. Overtime Policy. Overtime work shall be avoided whenever possible, but may be required by the Executive Director in the interest of efficient operation. In a case involving an Administrative employee, the employee shall be granted compensatory time off, which shall be taken within sixty (60) days from the date earned. Compensatory time off shall be earned at the rate of one and one half (1 ½) times the norm.
- c. Maintenance employees who respond to overtime calls shall

first determine whether or not there is an urgent need for work action. If it is so determined that an emergency situation exists, the employee shall respond in the following manner:

- ❑ Punch in. Prepare a work order listing the time, the problems, and the materials used, making sure that the tenant signs the work order. Punch out.
- ❑ Maintenance employees shall be guaranteed a minimum of one (1) hour of overtime work. Thereafter, time shall be based on quarterly hour increments.
- ❑ Maintenance employees shall be paid at the rate of one and one half (1½) hours the normal rate of pay for overtime work.
- ❑ Overtime work orders are to be forwarded to the central office with the weekly time cards, which are to be signed by the foreman.
- ❑ The principal executive staff shall not be compensated for overtime work.

9. ABSENCE FROM WORK

The following regulations, consistent with pertinent local public practice, are established:

- a. The following holidays with pay shall be observed:

NEW YEAR'S DAY	LABOR DAY
MARTIN LUTHER KING'S BIRTHDAY	COLUMBUS DAY
PRESIDENT'S DAY	VETERAN'S DAY
PATRIOT'S DAY	THANKSGIVING DAY
MEMORIAL DAY	CHRISTMAS DAY
INDEPENDENCE DAY	

- b. Vacation Benefits: Effective January 1, 1994

- (1) All non-contractual employees shall be credited with vacation without loss of pay based on continued active service as follows:
- A. After the first six (6) months of continuous service with the Malden Housing Authority, employees shall be allowed a vacation of two (2) work weeks, to be credited in the first day of the seventh month of service.
 - B. For each year up to five (5) years of credited service, completed as of January 1, said employees shall be allowed a vacation of two (2) work weeks,

to be credited on January 1 of each year after six (6) months of service.

C. For each year more than five (5) years but less than ten (10) years of credited service, completed as of January 1, said employees shall be allowed a vacation of three (3) work weeks, to be credited on January 1 of each year after five (5) years of service.

D. For each year more than ten (10) years but less than twenty (20) years of credited service, completed as of January 1, said employees shall be allowed a vacation of four (4) work weeks, to be credited January 1 of each year after ten (10) years of service.

E. For each year more than twenty (20) years of credited service, completed as of January 1, said employees shall be allowed a vacation of five (5) work weeks, to be credited on January 1 of each year after twenty (20) years of service.

(2) Annual leave not taken by employees may not be accumulated beyond the current calendar year except by approval of the Executive Director and the Board of Commissioners.

(3) An employee who is permanently separated shall be paid in a lump sum for any accumulated annual leave at his/her current rate of pay, except where his/her dismissal is due to malfeasance. Separation shall include entering military service under the conditions set forth in paragraph 9 (g) below.

(4) In no event shall an employee be paid for annual leave not taken, except as provided in paragraph 9 (b3) above.

(5) The Executive Director may grant advance vacation leave at his/her discretion and with approval of the Board.

c. Sick Leave.

(1) Employees may be paid for leave taken because of illness or accident. Sick leave shall be accumulated at the rate of one and one-quarter (1¼) days per month of service.

- (2) Sick leave may be accumulated not to exceed one hundred and fifty (150) days.
- (3) Accumulated sick buy-back: Upon their retirement, any full-time employee covered by this policy shall have the opportunity to sell back to the Malden Housing Authority any unused sick leave at the rate of \$25.00 a days up to a maximum of one hundred and fifty (150) days. Upon the death of an employee, payment of this benefit shall be made to his/her designated beneficiary.
- (4) Advances of unearned sick leave may be granted at the discretion of the local agency not to exceed fifteen (15) days in any one calendar year.
- (5) Employees who are absent from work because of sickness for three (3) or more consecutive work days must submit a physician's certificate to the Malden Housing Authority attesting to compensable sick leave and readiness to return to work.
- (6) The Executive Director shall annually prepare a report of all sick time used by Malden Housing Authority employees the previous calendar year and submit the report to the MHA Board of Commissioners for review.

After review by the MHA Board of Commissioners, any MHA employee having been deemed to abuse the MHA sick leave policy shall be put on notice for a six-month to one-year period which will require that employee to provide the Executive Director with a doctor's letter for each and every absence from that day forward regardless of the duration of the sick leave. This letter must be submitted to the Executive Director within seventy-two (72) hours after the employee returns to work. If the doctor's letter is not forthcoming within the seventy-two hour time period, the employee shall not be paid for that absence. Abuse shall be defined as using more sick days than the average unaccounted taken by the MHA work force, and having no medical documentation to support the sick days.

- d. Family and Medical Leave Act of 1993. The Malden Housing Authority (MHA) in accordance with the Family and Medical Leave Act of 1993 (FMLA) will provide "eligible" employees with up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons. Employees are eligible if they have worked for the MHA for at least one year, and for 1,250 hours over the previous twelve (12)

months. Unpaid leave will be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide thirty (30) days' advance notice when the leave is "foreseeable". The MHA may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

For the duration of the FMLA leave, the MHA will maintain the employee's health coverage in accordance with its policy. However, the FMLA doesn't require an employer to provide health insurance benefits. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of the FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. The FMLA doesn't require MHA to allow employees to accrue seniority.

Temporary conditions, such as pregnancy, are not considered disabilities under Section 504 of the Americans with Disabilities Act, and thus not grounds for reasonable accommodation. However, pregnancy and other conditions are considered serious health conditions under the FMLA and thus an employee with such a condition would be entitled to unpaid leave (although, again, not as a reasonable accommodation).

In certain situations, Section 504 of the ADA may require MHA to provide extended leave for a disabling condition. If MHA has allowed an employee to take twelve (12) weeks of unpaid leave under the FMLA it may be required to extend that leave, as a reasonable accommodation, if the employee is disabled. As with other types of accommodations, the MHA would not have to provide additional leave if it would impose an undue hardship on the business operation. Such a determination must be made on a case-by-case basis. While this is followed in most cases, management will take alternative steps when deemed necessary.

- e. Leave without pay. Leave without pay may, where necessary be granted, not to exceed two months in any one calendar year, subject to Board approval.
- f. Absence without authorization.

- (1) Absence without proper authorization or approval may be considered sufficient cause for suspension or dismissal of the employee at the discretion of the Executive Director.
 - (2) If an employee is absent without proper authorization, a deduction shall be made from his/her pay for the period of absence.
- g. Military leave of absence with pay, in accordance with the number of calendar days each calendar year permitted by existing State and Federal law, will be granted to permanent employees who are reservists of the Armed Forces or members of the National Guard engaged in active duty, training, or military aid to enforce the law.
- h. Court Leave.
 - (1) Summons. A summons or subpoena must be legally served for an appearance as a witness or for jury duty. All employees when actually summoned, shall immediately inform the Executive Director.
 - (2) Reimbursement. The pay of any employee who has received a subpoena for jury duty or as a witness will continue at the regular rate. All reimbursement received shall be turned over to the local agency to be credited against regular salary. Payment by the Court to the employee for travel expense at the prevailing rate may be retained by the employee.
- i. Bereavement. In the event of death in the immediate family of an employee, he/she will be granted leave with pay in the amount of three (3) working days, and such leave shall not be charged to sick leave or vacation leave. The immediate family shall consist of father, mother, sister, brother, husband, wife, son, daughter, step-children, mother-in-law or father-in-law.

In the event of death of an employee's grandparents, brother-in-law, sister-in-law, cousin, niece, aunt, uncle or nephew, he/she will be granted leave with pay in the amount of one (1) working day and such leave shall not be charged to sick leave or vacation leave.

10. HEALTH AND SAFETY

- a. Employees shall be provided safe, sanitary and healthful working conditions.
- b. Employees shall be covered by Workers' Compensation Insurance.
- c. If an employee is receiving benefits through Workers' Compensation, he/she will be allowed to accumulate sick and vacation time during a period of one year from date of disability. Vacation time will not be advanced from one year to another year. Sick and vacation time may be used to supplement an employee's wages or to supplement his/her

voluntary deduction when the employee is out on workers' compensation related injury.

- d. An employee who leaves his/her position to enter military service in time of war or any period of national emergency as declared by the President in connection with national defense or by reason of being drafted, shall be carried on the rolls in a military leave status. Upon his/her honorable discharge from military service, he/she shall be entitled to be restored to his/her same position or to a position equally acceptable to him/her for which he/she is qualified, provided he/she applies for reemployment within ninety (90) days after his/her discharge or before the expiration of any statutory right to reemployment, if later.

11. EMPLOYEE RELATIONS

Employees shall have the right to designate a representative of their own choosing. Employees shall be free to join, or refrain from joining employee unions. In so doing, employees shall be ensured freedom from restraint, interference, discrimination or reprisal.

12. TRAINING

- a. In-service training shall be provided to aid employees in gaining efficiency in their work.
- b. Employee training shall be a function of every supervisor.
- c. Training approved by the Board may be at Authority expense including travel and tuition.

13. GRIEVANCES

- a. Right of Employees. Employees shall have the right to present grievances individually, as a group, or through their designated representatives. In so doing, employees shall be assured of freedom from restraint, interference, discrimination and reprisal. Such grievances shall be presented only through the established lines of authority.
- b. Supervisory Responsibility. Supervisors at all levels shall receive and act promptly on employees' complaints.
- c. Appearance before Executive Director. Any employee shall have the right to appear before and present his/her grievance to the Executive Director as a final appeal.

14. PERFORMANCE RATINGS

- a. Employees shall receive annual performance ratings.
- b. Performance ratings shall be noted in employee service records and shall be considered in effecting personnel actions.

15. SERVICE RECORDS

A service record shall be maintained for every employee and shall contain complete information pertinent to his/her employment, including dates of employment and pay changes, training received, diplomas and/or certificates of satisfactory completion of training beneficial to the Authority.

16. TRAVEL

- a. Employees or Commissioners of the local agency may travel in official capacity upon authorization by the Board. Each trip to a destination outside of the jurisdiction of the local agency (except to the Regional or Area Office and to nearby communities to carry out normal operating functions) shall specifically have prior authorization by resolution of the Board approving the trip as essential to the conduct of its programs. Local agency attendance at conferences, conventions and meetings shall be limited to the number of persons necessary to cover the meeting adequately.
- b. Transportation costs for employees or Commissioners authorized to travel on official business of the local agency shall be paid by the local agency. Airline (tourist or coach) or first class rail and pullman accommodations (lower berth, roomette, or parlor car seat), if advantageous, shall be standard means of transportation. Costs of taxi fares, telephone calls, telegrams, secretarial services and similar items necessarily incidental to the performance of official business, shall be considered reimbursable items.
- c. In addition to reimbursable costs as outlined above, actual expenses shall be paid for employees of the local agency. Commissioners of the local agency and consultants will receive no compensation.
- d. Reimbursement for use of a privately owned automobile for authorized out-of-town travel shall be limited to the cost of common carrier service permitted herein. Where it has been determined and recorded in a Board resolution that travel by private car is more advantageous to the local agency than travel by common carrier, reimbursement shall be made in an amount not to exceed current IRS mileage allowance. This determination is not required in connection with reimbursement for trips to nearby communities to carry out normal operating functions. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only in the case of a privately owned automobile, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one of these persons shall be reimbursed for mileage or for car expenditures. Flat rate travel allowances as approved by the Board are subject to budgetary restraints and submission once every six months in detailed voucher form for a period of one month as per HUD requirements 7401.1.

17. RETIREMENT

All permanent employees are required to participate in the City of Malden retirement plan.

18. BONUSES AND PRESENTS

Project costs shall not include the cost of any bonus payments, Christmas presents, or other presents in cash or any other form.

19. ENTERTAINMENT EXPENSES

Project costs shall not include expenses incurred for the provisions of entertainment and incidental food and beverages.

20. ADMINISTRATION

The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes of this personnel policy.

21. COMPENSATION PLAN

The compensation plan for all employees shall be determined by the Board and shall be contained in the Annual State and Federal Budget Submissions.

22. ADMENDMENT

Amendment of the above provisions shall be by resolution of the Board of Commissioners.

23. SEXUAL HARASSMENT POLICY

- a. It is the policy of the Malden Housing Authority to provide a work environment that is free of verbal and/or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- b. In furtherance of this policy, the Malden Housing Authority prohibits the following conduct:
 - (1) Conduct which makes the submission to sexual advances, requests for sexual favors or other sexual activity, a term or condition of present or future employment, promotion, job assignment or wage or benefit earning;
 - (2) Conduct which communicates sexually offensive remarks, materials, or actions which create an intimidating, hostile or offensive work environment.
- c. This policy shall apply to any and all agents, employees (supervisory or non-supervisory), commissioners, and independent contractors (herein after collectively referred to as "employees") regardless of rank, position, station or gender.

- d. Complaints of harassment shall be reported to an immediate supervisor and, in all cases, to the Executive Director. In the case of a complaint involving the Executive Director, the complaint shall be reported to the Chairperson of the Board. All complaints shall be considered confidential and shall be reviewed in a reasonable and timely fashion. All employees are required to cooperate in such investigation. Any party to the complaint may independently retain the services of legal counsel. No retaliatory action shall be taken by any person against the complainant. The matter may be referred to an independent investigator for verification.
- e. All germane parties shall be given notice of the complaint. The findings of any investigation shall be reduced to writing and shall be conveyed to both the complainant and the alleged offending party and made part of the parties' personnel file. Both parties shall be advised of other actions which may be taken.
- f. Employees found to have committed an act of harassment shall be subject to appropriate remedial and/or disciplinary action up to and including termination.
- g. The Executive Director shall notify the Board of Commissioners of the results of any investigation along with recommended actions, if any.

SECTION 2

MISCELLANEOUS ADMINISTRATIVE PRACTICES AND PROVISIONS

MALDEN HOUSING AUTHORITY

1. MEMBERSHIP IN ORGANIZATIONS

- a. Expenditures for agency membership dues and fees in organizations will be considered eligible project costs if:
 - (1) The organization furnishes technical or professional information, training, workshops, or other services beneficial to federally or state sponsored public housing and urban renewal activities.
 - (2) The membership is specifically authorized by official action of the local agency's board or an authorized official of the local agency.
- b. HUD approval is required for inclusion in project costs of agency membership dues and fees. For an organization which has not already been found to qualify under the criteria stated above, it will be necessary for the local agency to submit a justification for inclusion of the dues and fees in project costs on the basis of these criteria.

- c. Project costs shall not include the costs of individual membership of officials and employees in any organization, nor shall project costs include expenditures for membership in any organization whose activities substantially include or involve the promotion of legislation.

2. MEETINGS, CONVENTIONS, CONFERENCES, SEMINARS, TRAINING

Attendance at conferences, conventions, meetings, seminars, institutes, or workshops shall be limited to the number of persons necessary to cover the meeting adequately as authorized in advance by Board action. When more than one traveler is authorized to attend such meetings, the local agency records shall be documented with justification to support the approval of multiple coverage.

- a. Per Diem and Travel Costs. The policies and expense limitations outlined herein shall apply to all out-of-town travel costs.
- b. Expenses in connection with authorized out-of-town travel for attendance of local agency officials and employees at conferences, conventions, and committee meetings of organizations which have a broad interest in low-rent housing and/or urban renewal activities at a national, regional or local level are allowable costs. Also allowable are costs incurred for out-of-town travel for attendance at training conferences, seminars, institutes, or workshop meetings. However, attendance at these latter meetings must afford the conferees an opportunity to discuss the means of improving techniques and the current developments in their respective fields of skill or to exchange new ideas for improving operational efficiency.
- c. Out-of-town travel costs and per diem allowances for attendance of representatives of the governing body of the locality at urban renewal or low-rent housing workshop meetings or seminars are allowable costs when authorized by official Board action, provided the meeting agenda is related to problems which require joint local agency and municipal or state solutions and attendance is limited to the minimum number of representatives necessary to cover the meeting adequately for the local government. Meetings and seminars which are devoted solely to broad and general interest range in housing and renewal activities are excluded from this provision.
- d. Out- of- town travel cost and per diem allowances for attendance at training conferences, seminars or meetings, the purpose of which is to provide the conferees with elementary knowledge in their respective fields are not allowable.
- e. Per Diem allowances shall be limited to a maximum of fifty dollars per day for meals. In order to be reimbursed for per diem expenses, an expense voucher must be filed and supporting receipts must be attached to the expense voucher.

3. REGISTRATION FEES AND MEALS

Project costs may include registration fees for representatives of the local agency at meetings, conventions and seminars in accordance with the policies set forth above. The amount of such registration fee must not exceed the fee covering attendance at a particular meeting, convention, seminar, or conference and shall not be in lieu of periodic membership dues and fees. Charges to project costs must be supported by copies of the official agenda and a paid receipt for the registration fee. Project costs shall not include that portion of the registration fee covering meals for personnel who receive per diem in lieu of subsistence.

4. EXPENSES FOR MEETINGS - FOOD COSTS

Charges to project costs of expenses for holding regular or special local agency business meetings shall be limited to the rental of meeting rooms where adequate free space is not available, and to transportation costs of those persons whose attendance is necessary. In addition, project costs may include food costs when local public practice permits payment for food at such meetings, provided:

- a. Minutes of the meeting are recorded.
- b. Food costs are reasonable and are incurred in conformity with an officially adopted policy of the local agency for the convening of meetings at which food is to be served.
- c. Food costs do not exceed for each person the price of meals regularly served by local establishments for periodic group meetings.
- d. Each voucher for food served at such meetings is specifically approved by the local agency governing body, or, if the local agency is a municipality, by the chief executive office of the organizational unit administering the program activities. The cost of meals for guests of the local agency operations is not allowable as a project cost.

5. PUBLICATIONS

Project costs may include subscriptions to and purchase of newspapers, periodicals, and other publications which have specific information of value to the local agency in the operation of its program. Subscriptions and purchase of such material shall be limited to the reasonable need of local agency officials and employees.

6. BONUSES, PRESENTS, ENTERTAINMENT EXPENSES

Project costs shall not include the cost of any bonuses or presents in any form, or expenses incurred for the provision of entertainment, meals or incidental food and beverages (except as authorized above), regardless of

local public practice.

Attachment CC

Statement of Progress

The Malden Housing Authority continues to meet its mission of promoting adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The MHA continues to strive to either meet or exceed its goals as outlined in the current 5 Year Plan.

The MHA has submitted an application for the funding of ten (10) Shelter Plus Case Tenant-based Rental Assistance (TRA) subsidies for homeless men and women who are mentally ill and/or are in recovery from chronic alcohol or drug abuse.

The MHA is also working with Tri-CAP to develop a transitional SRO program for ill homeless men and women funded via HUD.

The MHA continues to be ranked as a High Performer under the PHAS program and scored on its SEMAP.

The customer satisfaction survey scored very well, so the residents feel we are meeting our goals and objectives.

The MHA continues to expend its modernization dollars under the CGP and CFP programs in a timely fashion. Tenant input has determined where and how the funds have been utilized.

The MHA participated in a collaborative with the BHA to provide voucher mobility counseling. We have also participated in outreach seminars with the local CAP agency in an attempt to attract more potential voucher landlords. The MHA now utilizes the Success Rate Payment Standard in the voucher program.

There currently exists a good income mix in the MHA family development, and security has not been an issue. There is a community policing program in effect, and it is working smoothly.

The MHA continues to offer housing opportunities with affirmative measures so that all individuals and families have equal opportunity to access assisted housing.

Programs are offered to both voucher households and conventional households, programs that provide educational opportunities, vocational opportunities and supportive services to improve the quality of life for all MHA residents.

ATTACHMENT D
Malden Housing Authority
Procurement Policy

- I Purchases and contracts for equipment, materials, supplies, or services, except for personal services, should be made in the following manner:
- A. The Executive Director or designated representative of the Authority may make purchases and contracts of less than \$500 in amount. The Executive Director should solicit at least three price quotations over the telephone to ensure that the price obtained is advantageous to the Local Authority.
 - B. For purchases and contracts from \$500 to \$5000 the Executive Director or designated representative of the Authority must solicit bids orally, by telephone, or in writing from at least three suppliers, if that many be available in the locality. The Executive Director must keep on file a tabulation of solicitations made and quotations received.
 - C. For purchases and contracts in excess of \$5,000, the Executive Director or designated representative of the Authority shall invite bids by: (1) advertisement in at least one newspaper of general circulation; or (2) mailing invitations to bid to all available dealers and notices posted in public places; or a combination of such methods. A tabulation of bids received must be retained.
 - D. For equipment and supplies included in Consolidated Supply Contracts, the Executive Director or designated representative of the Authority may purchase from the contract suppliers without any solicitation or invitation of bids regardless of the amounts involved, (extremely rare for jobs over \$5,000) unless it is known that lower prices are available elsewhere.
 - E. All procurement of equipment, materials, supplies, and repairs or services shall be documented. Expenditures under \$25.00 may be made from the petty cash fund and shall be supported by receipts. Expenditures from \$25 to \$5,000 shall be authorized by a standard form of purchase order. Expenditures in excess of \$5,000 shall be made by formal contract except in the case of purchases made under a Consolidated Supply Contract. These purchases may be made by a purchase order, regardless of amount.
 - F. There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision: "No member, officer or employee of the Malden Housing Authority during his tenure or for one year thereafter shall have any interest, direct, or indirect, in this contract or the proceeds thereof."

- G. For the purchases and contracts specified in paragraphs IB and IC above, lack of competition is permissible only when an emergency exists which permits no delay due to the possibility of injury to life or destruction of property, or when only one source of supply is available and the purchasing or contracting officer shall so certify. For work under \$5,000.00, the LHA should obtain three quotes; if over \$5,000.00, the Division of Capital Planning and Operations (DCPO) should be contacted. If an award is made without competition, a formal report of such award, together with a certification or statement justifying the lack of competition, must be made to the Board.
- H. The Executive Director should submit all bids at the next regular meeting and the Board must decide to whom the contract is to be awarded.

A summary of the Public Bidding Procedure for LHAs is as follows:

Type of Work

Bidding Procedures

All types of construction of building related work involving: (a) labor and materials, (b) labor only; or (c) materials only; with an estimated cost under \$500.

Obtain three telephone quotes; write a memo to file.

All types of construction or building related work involving: (a) labor and materials; (b) labor only; or (c) materials only; estimated to cost over \$500 and under \$5,000.

Obtain three written quotes

Purchase of construction or building related materials only, estimated to cost in excess of \$5,000.

Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.

Building-related construction work involving labor and materials estimated to cost over \$5,000 and under \$25,000.

Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.

Non-building related construction work such as leaching fields, site work, fencing, paving, parking areas, etc. estimated to cost more than \$5,000.

Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.

Building-related construction work involving labor and materials estimated to cost more than \$25,000.

Work publicly bid in accordance with M.G.L. Chapter 149, Section 44A through 44H inclusive.

Furnishings, equipment and supplies, including such items as office furniture, copy machines, typewriters, adding machines, vehicles, heating fuels, linens, etc.

Refer to the procedures outlined on pages 21 and 22 of the Management Systems Handbook

Attachment DD

Resident Membership of the PHA Governing Board

The Malden Housing Authority does have a resident of a federal development serving on its Board of Directors.

His name is John Brajak, and he resides at 630 Salem Street, Apartment 713, Malden, MA 02148 (MA 22-3).

Mr. Brajak was appointed on January 23, 2001, to fill an unexpired term of another federally subsidized tenant (Frederick Juliano) who passed away. This term expires May 1, 2003.

Mr. Brajak was appointed by the Mayor of Malden, Richard C. Howard, who reviewed names of residents submitted to him by resident councils/clubs, other city officials and/or any interested parties.

ATTACHMENT E

MALDEN HOUSING AUTHORITY NEW PET REGULATION

REGULATIONS PERTAINING TO KEEPING OF PETS IN FEDERALLY AIDED ELDERLY HOUSING

1. Pets to be allowed: Dogs not excess of 20lbs, cats, and birds in cages, and fist in an aquarium.
2. One such pet to each household, except fish. If the tenant has fish, they should be kept in an aquarium not to exceed 10-gallon capacity.
3. The owners of pets which created a nuisance or interfere with the privacy or peace and quiet of other residents will be given one written notice to control the pet and a second violation will be deemed cause for requiring the removal of said pet from premises. Failure to heed said second notice will be cause for eviction proceedings for violation of lease or reasonable regulations of Malden Housing Authority.
4. Pet owners shall pay a \$150.00 pet deposit to the Malden Housing Authority. This deposit may be used to pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacement to, and fumigation of, the tenant; dwelling unit. The Malden Housing Authority shall refund the unused portion of the pet deposit to the tenant.
5. Pets shall be not be allowed in community rooms; laundry rooms or other common areas.
6. Pet owners shall comply, with applicable State and local laws on regulations governing the licensing and inoculation of pets.
7. Pet owners shall not permit their pets to deposit waste on the project premises.
8. Pet owner shall dispose of pet waste in a sanitary manner as outlined by the building foreman.
9. When outside of apartment, pets shall be on a leash at all times.
10. When an owner is incapacitated, he shall designate an individual who shall be responsible for the care of the pet. If no one assumes responsibility of the pet, the Malden Housing Authority shall have the authority to board out the pet at owners' expense.
11. Pet owner is liable for any damage or injury caused by his/her pet.
12. Animals that are used to assist the handicapped are excluded from the pet rules.

THE ABOVE ARE REASONABLE REGULATIONS ADOPTED BY THE
MALDEN HOUSING AUTHORITY AND THEREFORE COME UNDER
LEASE PROVISIONS.

ATTACHMENT H

PEST CONTROL POLICY

Whereas it is the legal obligation of the Malden Housing Authority to provide a safe and healthy environment for its residents, the MHA herein adopts the following pest control policy.

- 1. The Malden Housing Authority will annually inspect all dwelling units and common areas for signs of pest infestation.**
- 2. The MHA will maintain a service contract with a licensed, certified pest control professional.**
- 3. Maintenance foreman are authorized, when requested by a resident, to contact the Pest Management Professional (PMP) for services.**
- 4. All services are to be scheduled within 48 hours (or sooner) upon notification of a pest problem.**
- 5. Inspection reports and application data will be given to the foreman after the Pest Management Professional has applied the appropriate treatment.**
- 6. The PMP will provide follow-up inspections and reports.**
- 7. This policy shall cover pigeons, cockroaches, ants and all other nuisance pests.**

ATTACHMENT I

SEXUAL HARASSMENT POLICY OF MALDEN HOUSING AUTHORITY

I. Introduction

It is the goal of the Malden Housing Authority to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Malden Housing Authority takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

In addition, the Malden Housing Authority affirms its commitment to maintain a work environment free of all forms of sexual harassment and discrimination based on race, color, religion, sexual orientation, national origin, age, sex or disability. The Malden Housing Authority expects all employees, to conduct themselves in a professional manner with courtesy and respect for their fellow employees, clients and the public. Any harassment on the basis of a person's race, color, religion, sexual orientation, national origin, age, sex or disability will not be tolerated.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment.

In Massachusetts, the legal definition for sexual harassment is this:

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- (b) such advances, requests or conduct have the purpose or effect of

unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances--whether they involved physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting John R. Daly, Jr., Executive Director, Malden Housing Authority, 630 Salem Street, Malden, Massachusetts 02148, (781) 322-9460. This person is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. Sexual Harassment Investigation

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will also impose disciplinary action.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include other forms of disciplinary action as we deem appropriate under the circumstances.

VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC--180 days; MCAD--6 months).

1. The United States Equal Employment Opportunity Commission ("EEOC")
One Congress Street, 10th Floor
Boston, MA 02114 (617)-565-3200.
2. The Massachusetts Commission Against Discrimination ("MCAD")
Boston Office: One Ashburton Place, Rm. 601,
Boston, MA 02108 (617) 727-3990
Springfield Office: 424 Dwight Street, Rm. 220,
Springfield, MA 01103 (413) 739-2145

Attachment J

The Malden Housing Authority adopted the following Investment Policy Effective May 1, 1984.

The Malden Housing Authority will strive to achieve the highest yield on investments consistent with recommended investments in 7457.1

Limitation of risk shall be achieved through investments which are backed by the full faith of U.S. Government, a Government agency or issues of a Government agency or in the case of Demand & Savings Deposits, Certificates of Deposit, and Money Market Certificates only those which are fully insured or fully backed by one hundred percent collateral, consisting of securities as listed in 7475.1 for any amounts in excess of insurance coverage.

Moved by Ralph W. Kenty, Seconded by Bernice E. Talbot

Ayes

Nays -0-

Harold H. Harding
Ralph W. Kenty
Charles D. Kelley
Bernice E. Talbot
Jean B. Foley

I, John R. Daly, do hereby certify the above is a photo-stat extract of Minutes of Meeting Malden Housing Authority May 1, 1984.

John R. Daly, Custodian of Records

Attachment K

The following Capitalization Policy be adopted by Malden Housing Authority Effective May 1, 1984.

VOTED: That the Malden Housing Authority capitalize any purchase over \$500 and before disposing of same, there should be a recommendation of the Administrator and a vote of the Board authorizing said disposal; furthermore, that those articles costing \$500 or over and having the following requirements:

- a. Retention of identity when put into use.
- b. Relatively long service, usually more than one year.
- c. Repeated use, rather than one-time use, and no need for frequent replacement.
- d. Sufficient value to justify maintaining continuing monetary property records, but the minimum should not be so large that maintained expense of current and successive period is distorted.

Moved by Charles D. Kelley, Seconded by Ralph W. Kenty

Ayes

Nay's -0-

Harold H. Harding

Ralph W. Kenty

Charles D. Kelley

Bernice E. Talbot

Jean B. Foley

I, John R. Daly, do hereby certify the above is a photo-stat extract of Minutes of Meeting Malden Housing Authority, May 1, 1984

John R. Daly, Custodian of Records

Attachment L

VEHICLE USE POLICY

RE: Chevrolet Blazer

1. The vehicle shall be assigned to the Executive Director, who shall use it in all official matters relating to the business of the Malden Housing Authority.
2. The vehicle may be used by other administrative or maintenance personnel in the course of Housing Authority business.
3. The Executive Director shall be authorized to travel to and from his home with the vehicle, and the Executive Director shall be responsible for the storage of said vehicle.
4. Gas, Insurance and Maintenance fees shall be provided by the Malden Housing Authority.
5. Effective April 1, 1986, the Executive Director shall no longer receive a monthly allowance.

ATTACHMENT M

TRANSFER POLICY

A transfer from one apartment to another apartment within the same type size dwelling unit shall be discouraged. The re-certification for continued occupancy provides an opportunity to review any changes in family size or physical condition that may require a transfer to a larger or smaller unit or a more accessible unit. Population in excess of the number of persons for which a unit was designed is often the cause of many serious management problems including crime, vandalism, excessive maintenance costs, and low tenant satisfaction. Consequently, it is imperative that the Authority adopt policies, which avoid over-crowding to the point that it adversely affects project operations. In many cases, the only way that this can be accomplished is to defer the intake of new families in favor of meeting the space needs of the families in occupancy and avoiding the under-utilization of space. The transfer policy of the Authority shall be:

1. Priority for transfers of overcrowded families or those in need of assistance over families on the waiting list for admission.
2. Mandatory transfers within the project or to projects where suitable dwellings are available in accordance with the lease provisions relating to transfers.
3. Transfers are approved at the discretion of Malden Housing Authority in accordance with Fair Housing Practices.

A transfer list shall be established in all categories: underhoused and overhoused, reasonable accommodation, and transfers from zero bedroom units. This list shall be updated annually at the times of re-certification.

Tenants may request a transfer at any time prior to the re-certification process by submitting a written request to the Executive Director or Deputy Director.

In reviewing transfer requests, the following objective standards will be utilized as a basis for prioritizing transfer requests:

1. Nature of disability.
2. Age and sex of children in the family.
3. Length of residency in the development.
4. Tenant history of rent payment.
5. Record of tenant-related issues and problems.
6. Current workload created by transfers in relation to the existing vacant units that must be made ready.

This policy shall be applied equally and accessible to all of the Malden Housing Authority federally assisted tenants.

ATTACHMENT N

TENANT GRIEVANCE PROCEDURE

1. APPLICABILITY

Malden Housing Authority hereinafter referred to as M.H.A.

- (a) The M.H.A. grievance procedure shall be applicable to all individual grievances as defined below between the tenant and the M.H.A. provided, that in those jurisdictions which require that, prior to eviction, a tenant be given a hearing in court containing the elements of due process, as defined below, the M.H.A. may exclude from its procedure any grievance concerning an eviction or termination of tenancy based upon, (A) Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the MHA., (B) Any drug-related criminal activity on or near such premises.
- (b) The M.H.A. grievance procedure shall not be applicable to disputes between tenants not involving the M.H.A. or the class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the M.H.A.'s Board of Commissioners.

2. DEFINITIONS

- (a) "Grievance" shall mean any dispute which a tenant may have with respect to M.H.A. action or failure to act in accordance with the individual tenant's lease or M.H.A. regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- (b) "Complainant" shall mean any tenant whose grievance is presented to the M.H.A. or at the project management office in accordance with Paragraph 3 and 4a.
- (c) "Elements of due process" shall mean an eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction
 - 2. Opportunity for the tenant to examine all relevant documents, records and regulations of the M.H.A. prior to the trial for the purpose of preparing a defense;
 - 3. Right of the tenant to be represented by counsel;

4. Opportunity for the tenant to refute the evidence presented by the M.H.A. including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
 5. A decision on the merits.
- (d) “Hearing Officer” shall mean a person selected in accordance with Paragraph 4 of this subpart to hear grievances and render a decision with respect thereto.
- (e) “Hearing panel” shall mean a panel selected in accordance with Paragraph 4 of this subpart to hear grievances and render a decision with respect thereto.
- (f) “Tenant” shall mean any lessee or the remaining head of the household of any tenant family residing in housing accommodations covered by this part.

3. INFORMAL SETTLEMENT OF GRIEVANCE

Any grievance shall be personally presented, either orally or in writing, to the M.H.A. office or to the office of the project in which the complainant resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within ten calendar days and one copy shall be given to the tenant and one retained in the M.H.A.’s tenant file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a hearing under Paragraph 4 may be obtained if the complainant is not satisfied.

4. PROCEDURE TO OBTAIN A HEARING

- (a) Request for hearing. The complainant shall submit a written request for a hearing to the M.H.A. or to the project office within five days after receipt of the summary of discussion pursuant to Paragraph 3. The written request shall specify:
1. The reasons for the grievance; and
 2. The action or relief sought.
- (b) Selection of hearing officer or hearing panel. Grievances shall be presented before a hearing panel. A hearing panel shall be selected as follows:
1. The hearing officer shall be an impartial, disinterested person selected jointly by the M.H.A. and the complainant. If the M.H.A. and the complainant cannot agree on a hearing officer, they shall each appoint a member of a hearing panel and the member so

appointed shall select a third member. If the members appointed by the M.H.A. and the complainant cannot agree on a third member, such member shall be appointed by any other third party agreed upon by the M.H.A. and the complainant.

- (c) Failure to request a hearing. If the complainant does not request a hearing in accordance with this paragraph, then the M.H.A.'s disposition of the grievance under Paragraph 3 shall become final, provided that failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the M.H.A.'s action in disposing of the complaint in an appropriate judicial proceeding.
- (d) Hearing Prerequisite. All grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in Paragraph 3 as a condition precedent to a hearing under this section, provided that if the complainant shall show good cause why he failed to proceed in accordance with Paragraph 3 to the hearing officer or hearing panel, the provisions of this subsection may be waived by the hearing officer or hearing panel.
- (e) Escrow deposit. Before a hearing is scheduled in any grievance involving the amount of rent as determined by M.H.A. under existing regulations which the M.H.A. claims is due, the complainant shall pay to the M.H.A. an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. These requirements may be waived by the M.H.A. In extenuating circumstances. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure provided that failure to make payment shall not constitute a waiver of any right the complainant may have to contest the M.H.A.'s disposition of his grievance in any appropriate judicial proceeding.
- (f) Scheduling of hearings. Upon complainant's compliance with paragraphs (a), (d), and (e) of paragraph 4 of this document, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and the M.H.A. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate M.H.A. official.

5. PROCEDURES GOVERNING THE HEARING

- (a) The hearing shall be held before a hearing officer or hearing panel, as appropriate.
- (b) The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:
 - 1. The opportunity to examine before the hearing and, at the expense of the complainant, to copy all documents, records and regulations of the M.H.A. that are relevant to the hearing. Any document not so made available after request therefor by the complainant may not be relied on by the M.H.A. at the hearing;
 - 2. The right to be represented by counsel or other person chosen as his or her representative;
 - 3. The right to a private hearing unless the complainant requests a public hearing;
 - 4. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by the M.H.A. or project management, and to confront and cross-examine all witnesses on whose testimony or information the M.H.A. or project management relies; and
 - 5. A decision based solely and exclusively upon the facts presented at the hearing.
- (c) The hearing officer or hearing panel may render a decision without proceeding with the hearing if the hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
- (d) If the complainant or the M.H.A. fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the party has waived his right to a hearing. Both the complainant and the M.H.A. shall be notified of the determination by the hearing officer or hearing panel, provided that a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the M.H.A.'s disposition of the grievance in an appropriate judicial proceeding.
- (e) At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the M.H.A. must sustain the burden of justifying the M.H.A. action or failure to act against which the complaint is directed.

- (f) The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the M.H.A., the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
- (g) The complainant or the M.H.A. may arrange in advance and at the expense of the party making the arrangement for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

6. DECISION OF THE HEARING OFFICER OR HEARING PANEL

- (a) The hearing officer or hearing panel shall prepare a written decision, together with the reasons therefor, within a reasonable time after the hearing. A copy of the decision shall be sent to the complainant and the M.H.A. The M.H.A. shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file with the M.H.A. and made available for inspection by a prospective complainant, his representative, or the hearing panel or hearing officer.
- (b) The decision of the hearing officer or hearing panel shall be binding on the M.H.A. which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the M.H.A. Board of Commissioners determines within a reasonable time, and promptly notifies the complainant of its determination, that:
 - 1. The grievance does not concern M.H.A. action or failure to act in accordance with or involving the complainant's lease on M.H.A. regulations, which adversely affect the complainant's rights, duties, welfare, or status;
 - 2. The decision of the hearing officer or hearing panel is contrary to applicable to federal, state or local law, HUD regulations or requirements of the annual contributions contract between HUD and the M.H.A.
- (c) A decision by the hearing officer, hearing panel, or Board of Commissioners in favor of the M.H.A. or which denies the relief requested by the complainant in whole in or in part shall not constitute a waiver of nor affect in any manner whatever any rights in any judicial proceedings, which may thereafter be brought in the matter.

7. M.H.A. EVICTION ACTIONS

If a tenant has requested a hearing in accordance with Paragraph 4 on a complaint involving a M.H.A. notice of termination of the tenancy and the hearing officer or hearing panel upholds the M.H.A.'s action to terminate the tenancy, the M.H.A. shall not commence an eviction action in a state or local court until it has served a notice to vacate on the tenant, and in no event shall the notice to vacate be issued prior to the decision of the hearing officer or the hearing panel having been mailed or delivered to the complainant. Such notice to vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him and he may be required to pay court costs and attorney fees.

STATEMENT OF DISPOSITION POLICY

Personal property shall not be sold or exchanged for less than its fair value. Personal property of the value of \$500 or more which is to be sold to other than a public body for a public use shall be sold at public sale.

Sales of excess personal property shall be made in the following manner:

1. If the estimated sales value of the personal property offered for sale is less than \$100.00 the Executive Director may negotiate a sale in the open market after such informal inquiry as he considers necessary to insure a fair return to the Authority. The sale shall be documented by an appropriate bill of sale.
2. For sales from \$100.00 to \$500, the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
3. Sales of \$500 or more and the award of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to award of the sales contract and shall be by advertisement in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.
4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned or donated without the prior approval of the Board. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board for its approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

The M.H.A. grievance procedure shall be applicable to all individual grievances as defined below between the tenant and the M.H.A. provided, that in those jurisdictions which require that, prior to eviction, a tenant be given a hearing in court containing the elements of due process, as defined below, the M.H.A. may exclude from its procedure any grievance concerning an eviction or termination of tenancy based upon a tenant's creation or maintenance of a threat to the health or safety of other tenants or M.H.A. employees.



Malden Housing Authority

630 Salem Street P. O. Box 365

Malden, Massachusetts 02148-0930

(781) 322-9460 • TDD 1-800-545-1833 x103 (24 hrs) • FAX (781) 322-4838



June 15, 2000

Ms. Rose Pendelton
Office of Public Housing
U.S. Department of Housing and Urban Development
Thomas P. O'Neill, Jr., Federal Building
10 Causeway Street, Room 533
Boston, MA 02222-1092

Dear Ms. Pendelton:

Enclosed for your review is the FSS 2000 Annual Report for the Malden/Medford Family Self-Sufficiency Program (FSS).

The FSS Program in Malden and Medford is serviced through one coordinator for efficient coordination of services and community outreach. I am sure that you will feel as delighted as we are with the successes of the FSS Program. Although low-income families continue to face many obstacles, the combination of a subsidized housing certificate with supportive services, and a financial bonus has brought about consistent gains for FSS candidates.

Should you require further information from the Malden/Medford FSS Coordinator, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Ann Robinson". The signature is written in dark ink and is positioned above the printed name and title.

Ann Robinson, FSS Coordinator
Family Self-Sufficiency Program
Malden Housing Authority

3. Describe activities that are carried out under this program:

Implementation: Through Section 8 briefings, re-certification, informational meetings, mailings, workshops and personal contact, Section 8 recipients learn about FSS and are given the opportunity to join the FSS program.

Community Outreach: Research and categorize community resources, eligibility, needs and changes. Work with public and private agencies to coordinate services and address current and future needs of clients. Meet with community agencies to enhance understanding of FSS Program and enlist their assistance in providing supportive services and financial resources for FSS clients.

Participant Selection and Assessment: FSS Case Manager is responsible for selection and assessment of families into the FSS program. Interested participants meet regularly with the FSS Coordinator to develop an Individual Action Plan (IAP) which details the specific needs of the client. FSS Case Manager prepares the HUD Contract of Participation (COP). After the COP is signed by the FSS participant and the Housing Official, the Case Manager meets regularly with the families to assess the family's compliance with the COP.

FSS Incentives: Provide referrals and information on workshops for life skills; parenting issues, money management, training programs for low-income households, job placement services and first-time home buyer's counseling programs to encourage FSS participation and success. Establish FSS newsletter, which provides information on health care, scholarship sources, client concerns, and successes.

FSS Materials: Design and circulate outreach brochures, newsletter, flyers, posters and presentations for clients and the community. Notify all FSS participants of available resources such as scholarships, employment, legal advice, loans and special programs available.

FSS Reporting: Statistical reports, bi-monthly and annually, 50058 update forms on individual cases. Annual escrow status reporting and partial and full escrow disbursements.

North Shore Task Force Meetings: Bi-monthly meetings with North Shore FSS Consortium, Greater Boston FSS Task Force meetings to discuss case management, local and state resources and enhancements to FSS program.

Medford/Malden Housing Authority
FSS Annual Report - 2000

4. Program effectiveness coordinating community's resources assisting families

Case Manager has referred several FSS clients to first time homebuyer programs. Clients are within six months of completing the FSS Contract and receiving escrow funds. All FSS participants have benefited from this counseling program and have set-up long term CD accounts when receiving the escrow funds.

Case Manager and client researched several nursing programs and located a tuition-free LPN program for low income households in a nearby community. Client has completed training program and offered full time employment with full benefits.

Case Manager contacted Consumer Credit Counseling Service of MA, a non-profit agency that provides financial counseling to individuals and families. A free workshop was conducted at the local YMCA for all FSS Participants and interested Section 8 recipients.

Case Manager provided information on financial aid through NAHRO and NERC educational scholarships.

5. Program effectiveness assisting families in achieving economic independence and self-sufficiency.

FSS Participant joined FSS while working part time. She applied for and received a full time position with health benefits. On July 1, 2000 she successfully completed all goals and objectives in her FSS Contract and will receive escrow account.

FSS Participant completed RN program and successfully landed a nursing position which will offer training and workshops to enhance her future employability. After completing one year of employment, tuition reimbursement is offered to further her education.

FSS Participant completing a bachelor's degree while working part time has received a job offer for a new position that increases her salary by \$10,000. Section 8 income verification may determine that she is over-income for assistance. Escrow account will be released if it is determined that she is over income for housing assistance.

6. Recommendations for legislative or administrative changes to improve FSS program:

- Healthcare coverage Many FSS participants work part time in order to keep Mass Health coverage for their families. They are also denied access to temporary, part-time or per diem work opportunities which do not provide health coverage but increases work experience and can lead to full time employment.
- Required meetings with FSS Coordinator at Section 8 re-certification, to promote the need to begin long term planning for employment and become educated about resources available to low income families.

Medford/Malden Housing Authority
FSS Annual Report – June 2000

7. Dates of all FSS Program Coordinating Committee meetings held during reporting period:

September 9, 1999 ; December 2, 1999 and March 2, 2000

FSS Coordinator meets regularly with the FSS North Shore Consortium and Boston Task Force Group.

8. Program statistics for Medford/Malden as of June 1, 2000:

	<u>Medford</u>	<u>Malden</u>
(a) Current number of participants	30	31
(b) Participants entering escrow status during reporting period	6	4
(c) Participants forfeiting escrow accounts during reporting period	2	3
(d) Participants completing FSS program during reporting period	4	5
(e) Participants receiving balance of escrow account during reporting period	3	5
(f) Participants terminated during this period	2	3

7. Provide the following information for each FSS participant family currently enrolled in program:

Medford FSS Participants:

*N.B.	Contract dates: 1/01/98 to 12/31/03 Working full time and taking computer courses.	Escrow:	\$ 1,302.81
*M.B.	Contract dates: 5/01/98 to 4/30/03 Family has been set back when husband suffered heart attack.	Escrow:	\$ 0
*T.B.	Contract dates: 5/01/98 to 4/30/03 Returned to work after recovering from heart attack.	Escrow:	\$ 0
*C.D.	Contract dates: 08/01/98 to 07/31/03 Employed as permanent substitute teacher.	Escrow:	\$ 2,400.00
*G.D.	Contract dates: 08/01/98 to 07/31/03 Works part time in food services.	Escrow:	\$ 269.24
*M.E.	Contract dates: 12/01/97 to 11/30/02 Working full time position with benefits.	Escrow:	\$ 3,657.28
*N.G.	Contract dates: 08/01/98 to 07/31/03 Advanced position with present employer and increase salary.	Escrow:	\$ 652.59
*N.H.	Contract dates: 07/01/98 to 06/30/03 Completed job search, changed jobs and working part time.	Escrow:	\$ 369.51
*C.K.	Contract dates: 04/01/98 to 03/31/03 Completed dental training program; working full time.	Escrow:	1,304.99
*M.L.	Contract dates: 10/01/95 to 09/30/00 Completed Bachelor's degree while working as registered nurse	Escrow:	\$22,179.16

Medford FSS Participants:

*C.M.	Contract dates: 09/01/96 to 08/31/01	Escrow:	\$ 4,624.68
	Accepted full time nursing position; one course left for bachelor's degree.		
*J.M.	Contract dates: 05/01/98 to 04/30/03	Escrow:	\$ 0
	Working as home health aide.		
*K.M.	Contract dates: 09/01/98 to 08/31/03	Escrow:	\$ 1,744.32
	Working full time attends workshops and training to increase responsibility.		
*K.M.	Contract dates: 07/01/98 to 06/30/03	Escrow:	\$ 0
	Continues to working part time for finance company.		
*S.P.	Contract dates: 12/01/97 to 11/30/02	Escrow:	\$ 576.60
	Changed jobs; reduction in working hours.		
*C.P.	Contract dates: 01/01/99 to 12/30/04	Escrow:	\$ 0
	Employed with same organization. No advancement.		
*K.P.	Contract dates: 04/01/99 to 03/08/99	Escrow:	\$ 0
	Completed computer-training program. Working part time.		
*S.P.	Contract dates: 09/01/96 to 08/31/01	Escrow:	\$ 3,974.19
	Working in public school system; hopes to complete bachelor's program in 2001.		
*A.R.	Contract dates: 07/01/96 to 06/30/01	Escrow:	\$ 5,016.55
	Advanced with employer; increased responsibilities and income.		
*D.R.	Contract dates: 06/01/98 to 05/31/03	Escrow:	\$ 0
	Working part time in public schools. Medical concerns.		
*K.R.	Contract dates: 01/01/99 to 12/30/04	Escrow:	\$ 132.29
	Accepted full time employment with health benefits.		
*F.R.	Contract dates: 11/01/99 to 10/31/02	Escrow:	\$ 2,705.75
	Working part time while preparing for LPN Program at Quincy College..		
*S.S.	Contract dates: 01/01/98 to 12/31/03	Escrow:	\$ 0
	Full time employment at childcare center, no increases in salary since joining FSS.		
*P.D.	Contract dates: 12/01/99 to 11/30/05	Escrow:	\$ 0
	Employed part time in customer service, attends sales training workshops.		
*S.W.	Contract dates: 02/01/99 to 01/31/04	Escrow:	\$ 0
	Hairdresser in beauty salon; building client base.		
*L.W.	Contract dates: 02/01/99 to 01/31/04	Escrow:	\$ 308.75
	Working 30 hours per week with local company; good advancement potential.		
*G.Y.	Contract dates: 08/01/99 to 07/31/04	Escrow:	\$ 0
	Gaining work experience and CDL training with employer.		
*V.F.	Contract dates: 02/01/00 to 01/31/05	Escrow:	\$ 0
	Completing RN degree, passed boards and accepted full time employment.		
*S.D.	Contract dates: 02/01/00 to 01/31/05	Escrow:	\$ 4,686.40
	Working part time and attending classes for LPN certificate.		
*M.P.	Contract dates: 02/01/00 to 01/31/05	Escrow:	\$ 454.00
	Successful job search. Accepted full time position working in food services.		
*L.P.	Contract dates: 06/01/00 to 05/30/05	Escrow:	\$ 0
	Working as home health aide exploring program for physical therapy assistant.		

Medford/Malden Housing Authority
FSS Annual Report - June 2000

Malden FSS Participants

*P.B.	Contract dates: 09/01/96 to 08/30/01 Employed full time with full health benefits.	Escrow:	\$10,041.71
*K.B.	Contract dates: 04/1/99 to 03/31/04 Working full time with health benefits.	Escrow:	\$ 4,215.73
*K.B.	Contract dates: 03/01/99 to 02/28/04 Working part time at local hospital.	Escrow:	\$ 0
*M.C.	Contract dates: 10/01/97 to 09/30/02 Completed associate's degree and increased hours.	Escrow:	\$ 133.77
*J.D.	Contract dates: 10/01/97 to 09/30/01 Completed GED program and researching training programs.	Escrow:	\$0
*L.F.	Contract dates: 01/01/98 to 12/31/03 Maintained full time employment; moved to new apartment.	Escrow:	\$ 4.38
*D.J.	Contract dates: 08/01/99 to 07/31/04 Complete Associate's degree in May 2000 while working part time.	Escrow:	\$0
*G.G.	Contract dates: 01/01/98 to 12/31/03 Re-training with computer certificate to update skills for employment.	Escrow:	\$ 4,810.63
*J.H.	Contract dates: 06/01/99 to 05/31/04 Working part time while completing certificate program in computer graphics.	Escrow:	\$ 160.00
*S.L.	Contract dates: 07/01/99 to 06/30/04 Switched to working days and increased income.	Escrow:	\$ 18.00
*F.L.	Contract dates: 04/01/98 to 03/31/03 Continues working full time.	Escrow:	\$0
*T.L.	Contract dates: 10/01/97 to 09/30/02 Does training and watering while husband completes aviation school.	Escrow:	\$ 2,042.60
*D.M.	Contract dates: 07/01/99 to 06/30/04 Continues to work part time.	Escrow:	\$ 112.23
*F.M.	Contract dates: 08/01/99 to 07/31/04 Continues with educational program.	Escrow:	\$0
*C.M.	Contract dates: 12/01/98 to 11/30/03 Started home-based cleaning business; establish contacts with realtors.	Escrow:	\$ 819.31
*L.M.	Contract dates: 09/01/98 to 08/31/03 New position with increased responsibilities; increased income base.	Escrow:	\$ 1,381.26
*R.M.	Contract dates: 12/01/98 to 11/30/03 Completed culinary certificate. Job search	Escrow:	\$ 0
*Y.O.	Contract dates: 08/01/98 to 07/31/03 Working internship with Computer Company. Continues with graduate work.	Escrow:	\$ 152.93
*S.O.	Contract dates: 10/01/98 to 09/30/03 Employed full time with health benefits.	Escrow:	\$ 1,588.00
*J.P.	Contract dates: 04/01/98 to 03/31/03 Employed full time. Family care is very complex and demanding.	Escrow:	\$ 1,596.43
*N.P.	Contract dates: 02/01/98 to 01/31/03 Continues with real estate courses and working as real estate agent.	Escrow:	\$0

Malden FSS Participants

Malden FSS Participants

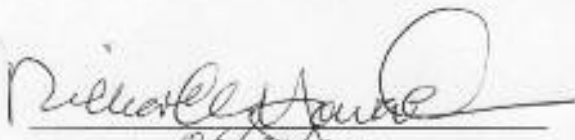
*H.P.	Contract dates: 08/01/98 to 07/31/04 Completed training program; beginning job search.	Escrow:	\$0
*D.S.	Contract dates: 09/01/99 to 08/31/04 Working with Job Connection on structured job search.	Escrow:	\$0
*E.S.	Contract dates: 11/01/98 to 10/31/03 Working full time	Escrow:	\$ 981.38
*C.S.	Contract dates: 11/01/96 to 10/31/01 Employed full time with new responsibilities. Job search in September.	Escrow:	\$ 2,619.24
*H.T.	Contract dates: 01/01/99 to 12/31/04 Works part time as pharmacy technician in local hospital to fulfill requirement necessary before taking pharmacy boards in this country.	Escrow:	\$ 880.00
*S.V.	Contract dates: 03/01/98 to 02/28/03 Continues working full time with health benefits.	Escrow:	\$ 709.87
*P.W.	Contract dates: 10/01/99 to 09/31/04 Employed at the airlines. Advancement potential at work.	Escrow:	\$ 0
*L.W.	Contract dates: 07/01/99 to 06/30/04 Accepted full time position after successful job search.	Escrow:	\$ 556.00
*C.E.	Contract dates: 01/01/00 to 12/31/04 Completed training program. Job search.	Escrow:	\$ 0
*I.L.	Contract dates: 01/1/00 to 12/1/04 Working part time in public school system.	Escrow:	\$0

ATTACHMENT Q

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, Richard C. Howard the Mayor of the City of certify
Malden
that the Five Year and Annual PHA Plan of the Malden Housing Authority is
consistent with the Consolidated Plan of North Suburban Consortium prepared
pursuant to 24 CFR Part 91.


06/27/2001
Signed / Dated by Appropriate State or Local Official

Malden, Massachusetts 02148-0930

(781) 322-9460 • TDD 1-800-545-1833 x103 (24 hrs) • FAX (781) 322-4838

Ms. Rose Pendelton
Office of Public Housing
U.S. Department of Housing and Urban Development
Thomas P. O'Neill, Jr., Federal Building
10 Causeway Street, Room 533
Boston, MA 02222-1092

Enclosed for your review is the FSS 2000 Annual Report for the Malden/Medford Family Self-Sufficiency Program (FSS).

The FSS Program in Malden and Medford is serviced through one coordinator for efficient coordination of services and community outreach. I am sure that you will feel as delighted as we are with the successes of the FSS Program. Although low-income families continue to face many obstacles, the combination of a subsidized housing certificate with supportive services, and a financial bonus has brought about consistent gains for FSS candidates.

Medford/Malden Housing Authority
FSS Annual Report - 2000

3. Describe activities that are carried out under this program:

Implementation: Through Section 8 briefings, re-certification, informational meetings, mailing, workshops and personal contact, Section 8 recipients learn about FSS and are given the opportunity to join the FSS program.

Community Outreach: Research and categorize community resources, eligibility, needs and changes. Work with public and private agencies to coordinate services and address current and future needs of clients. Meet with community agencies to enhance understanding of FSS Program and enlist their assistance in providing supportive services and financial resources for FSS clients.

Participant Selection and Assessment: FSS Case Manager is responsible for selection and assessment of families into the FSS program. Interested participants meet regularly with the FSS Coordinator to develop an Individual Action Plan (IAP) which details the specific needs of the client. FSS Case Manager prepares the HUD Contract of Participation (COP). After the COP is signed by the FSS participant and the Housing Official, the Case Manager meets regularly with the families to assess the family's compliance with the COP.

FSS Incentives: Provide referrals and information on workshops for HUD's supportive housing Assistance and Real Property Acquisition Policies Act of 1971 and implementing regulations at 49 CFR

to provide assistance to tenants and owners' business.

compliance with 24 CFR Part 35.

in compliance with Davis-Bacon or other applicable wage rate 937 and the Contract Work Hours

compliance with program requirements.

will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

uses, guidelines, and requirements of OMB Circular No. A-87 Cost

1000270, OMB Circular A-87, and

the HUD grant funds only for activities that are approved under the regulations

PHA Certifications of Compliance with the PHA Plans and Related Regulations
12-99

Page 1 of 1

Printed at 1

Medford/Malden Housing Authority
FSS Annual Report - 2000

4. Program effectiveness coordinating community's resources assisting families

Case Manager has referred several FSS clients to first time homebuyer programs. Clients are

ATTACHMENT S

MEETING OF THE RESIDENT ADVISORY BOARD-MAY 14, 2001
MEETING STARTED AT 11:00 A.M.-CONCLUDES AT 1:30 P.M.

IN ATTENDANCE:

- *JACK DALY, JR.-EXECUTIVE DIRECTOR
- *DIANE MCNELIS-SECTION 8
- *ERNIE RUSHTON-120 MOUNTAIN AVENUE
- *CAROL AMES-SUFFOLK MANOR
- *ROBERTA FLETCHER-NEWLAND STREET
- *JACK BRAJAK-630 SALEM STREET
- *MARY SPENCER-SECTION 8 RESIDENT
- *CLAIRE BANNON-557 PLEASANT STREET
- *ANN BUCCI-89 PEARL STREET

Greetings from Executive Director. Appreciates everyone's time in attending. Introduced Jack Brajack as newly elected Housing Board member. Explaining Federal Government Residents Advisory Board "RAB" referring to "1998 Quality Housing Responsibility Act"- meeting monthly with one public meeting. Stating "Open Door Policy" encouraging residents to bring any problems and issues to director's attention. Handed out 5-Year Plan packet to everyone. Went over contents of packet. Went over notes from May 11, 2000 Resident Advisory Board meeting (Attachment S). Issues from last year recommendations addressed, such as notices distributed to residents regarding dress code, laundry hours being extended at Suffolk Manor, still working on attempts to combine participation within buildings.

Discussion on the "changing face" in the City of Malden-e.g. increase in Non-English speaking population, culture differences, high rents on units, disabled/handicap residing in elderly units, more elderly population than other cities.

Discussion on how to get more participation from residents in social settings. Getting together with other "buildings" socially. Claire mentioned that Mayor's bus trip was a good turnout.

Executive Director explained Community Service Program. Anyone over age 18 but not over age 62, not on disability, blind or is a caretaker or full-time student has to commit to 8 hours of community service to the Housing Authority or at the discretion of the Housing Authority. Approximately sixty people fit this profile. If tenants fail to participate they will be in jeopardy of losing their housing. Discussions on what type of services, such as volunteering at hospitals, schools, the library. Could be done four hours one day-four on another day.

Executive Director asks each member for specific issues: see attached:

Recommendation/suggestions/comments:

Response from Jack Daly, Executive Director

ROBERTA- NEWLAND STREET

Would like to encourage "younger parents" participation e.g. try to organize playgroups to read to children so others can do their shopping.

Response: Very good idea. Councilor Simonelli runs a program called "TRIAD" where seniors, youth and police along with YMCA instructors meet on Wednesday nights. It's a good way for seniors to interact with young adults and children.

Feels lack of communication due to language barrier.

Response: Provisions are being made to communicate with non-English speaking residents through "flyers" or notices written in other languages.

Gas dryer vents.

Response: Will talk to maintenance department.

TOT Lots- graffiti removal, update and secure structure.

Response: Will speak to Ralph on clean up and what needs to be updated.

CAROL-SUFFOLK MANOR

Would like to see more of an interaction with her group with other groups socially, eg spaghetti dinners, Foxwood trip etc.

Response: Encouraging group to utilize transportation provided by Mayor's office.

Landscape follow-up.

Response: Will see follow-up within next couple of weeks with the hiring of summer help.

Trash pick up over weekends.

Response: Due to safety and health issues, there are no trash pick-ups over weekends. The bags are to be held until Monday.

Suggested on-site meeting with tenants to ease anxiety regarding residents with Sect 8 subsidy residing in elderly buildings. Elderly residents questioning why young residents with disabilities living together.

Response: Will consider discussing topic at public hearing.

Would like to initiate "volunteer flyers" to reach out to "healthy elders" for volunteer work. Some Elders say they wish they had something to do.

Response: Very good idea

CLAIRE-557 PLEASANT STREET

Would like to have a cookout in July.

Response: Not a problem- have fun.

Would like to have shades for windows in corner of each floor sitting area.

Response: Will look into it.

When all five washing machines are running together, there is an overflow.

Response: Already have maintenance looking into it.

Tenants going down Vista Street (one way) opposite way to get into parking lot.

Response: Will take matter under advisement

ERNIE- 120 Mountain Avenue

Why water pressure and temperature decreases after 8:00 a.m.

Response: Will have Heat Engineer look into it.

Residents leaving "stoppers" in doors

Response: This is not allowed. If you see rocks or books, whatever remove them. If you know who is doing this let me know. I will speak to them.

Closets doors off tracks, making a "racket".

Response: Construction contracts for replacement of doors will occur in June. The job should be completed by Christmas.

Vacuuming are own floors

Response: Encouraging volunteerism

ANN BUCCI-89 PEARL STREET

Mail "flyers"-not junk mail- if they have an address on it, it should be delivered.

Response: Not our issue but will speak to Post Office on this.

Security door by fireplace and elevator left ajar for un-allowed guests-need notices in other languages.

Response: Again, this is unacceptable. Need residents and maintenance to see where guests are going. They will be spoken to. Notices in other languages will be issued and posted by the doors.

JACK BRAJACK-630 SALEM STREET

Security-wants back door locked and would like to see cameras installed at each of four exits.

Response: Will look into it.

MARY SPENCER-SECTION 8 RESIDENT

No comment-happy for her Sect 8 subsidy

ATTACHMENT T

Public Hearing Relative to the Formulation and Submission of an Annual
Plan to the U.S. Department of Housing and Urban Development

Thursday, June 7, 2001

2:00 P.M.

Community Room, 630 Salem Street
Malden, Massachusetts 02148

Notice of said Public Hearing was posted in timely fashion in all developments under the aegis of the Malden Housing Authority, in public buildings within the community, with the City Clerk at Malden Government Center (200 Pleasant Street, Malden, Massachusetts, 02148), at the Malden Public Library (36 Salem Street, Malden, Massachusetts, 02148), and in other common and conspicuous sites. Local elected officials, germane government officials, and local service provider organizations were advised of hearing details as well. Representatives of all involved resident organizations were also notified and encouraged to participate in said process. Planning, community development, housing, community action, and advocacy groups were informed of the details of said proposed hearing.

Outreach to racial and ethnic minorities, handicapped and disabled individuals, and entities representative thereof was undertaken (Malden 2000 of 190 Commercial Street, Malden, 02148; Tri-Cap, Inc. of 110 Pleasant Street, Malden, 02148; The Immigrant Learning Center of Malden Square, Malden, 02148; Mystic Valley Elder Services, Inc. of 300 Commercial Street, Malden, 02148).

Public notice was given in newspapers of local daily and weekly circulation (Malden Evening News, Malden Observer, Malden Advocate) and repeated informational broadcasts were made on the local community access cable television channel (Malden Access Television, MATV, 145 Pleasant Street, Malden, 02148).

Resident organizations were enlisted to promote participation equally. Commissioners of the Malden Housing Authority approved and participated in the notification process and were encouraged to attend and/or review submissions and commentaries.

1. At the appointed time and site, John R. Daly, Jr., Executive Director, Malden Housing Authority, called the public hearing to order. Present were Mr. Daly, Mr. John Brajak, Malden Housing Authority Commissioner and President of the 630 Salem Street Club (resident organization) and Joseph F Lawless III, Deputy Director of the MHA. Malden Housing Authority Residents and members of the general public participated (see affixed attendance listing).

Mr. Daly initiated his remarks by welcoming all present and thanking those in attendance for their interest and participation. The hearing notice process was then reviewed. It was noted that the time and site utilized had been chosen for the convenience and facile access of the public. Mr. Daly stressed that ample time would be allowed for participation by all and that observations, questions, comments, and criticisms were encouraged and welcome.

There being no objection, Mr. Daly then initiated a delineation of the Resident Advisory Board, its composition, mission, and functions. (Mr. Brajak serves on the RAB as well.)

Mr. Daly then reviewed the Resident Service and Satisfaction Survey (RSSS) process. The role of HUD's Real Estate Assessment Center (REAC) and the implementation of the new evaluation method embodied in the Public Housing Assessment System (PHAS) were described. Mr. Daly then portrayed the benefits which could issue from these fundings.

All present were exhorted to participate fully in this process and to inform their friends and fellow residents of the importance of their respective participation.

Mr. Daly then proceeded to review prior and present HUD funding sources (CIAP, CGP, and CFP) and the nature of said resources. The concept of a five year plan and annual additions/modifications were delineated. Both the comprehensive Five Year Plan and the Annual Plan were characterized.

Executive Director Daly noted that the major focus of this specific public hearing was the first year segment commonly known as the Annual Plan and the total \$2,213,946 included under this initial phase.

Mr. Daly then reviewed the expenditure of the last year's allocation and the improvements achieved thereby.

Currently, in excess of one million dollars has been contracted for brick and pediments improvements necessitated by aging, leaks, and infiltration in the various buildings.

Balcony and railing improvements, which will promote safety and are necessitated by use and aging, were also reviewed. Durable, non-fade, low/no maintenance balcony panels will be introduced during said process. It was noted that tensile strength and safety testings were under way already regarding these improvements.

The 120 Mountain Avenue complex was cited as another development designated to receive the aforementioned betterments.

An improvement to the 630 Salem Street complex is the installation of new automatic access doors to the community room/kitchen area.

Mr. Daly noted that this advancement was in large part predicated upon the participation and input of residents at a prior public hearing and would be of particular benefit to handicapped/disabled and more frail residents as well as those preparing and delivering meals.

Another major advance will be the replacement of the obsolete bi-fold metal closet doors that require constant maintenance. (Commissioner Brajak was cited for his efforts regarding design, choice, and procurement of the materials to be installed.) Mr. Daly noted the new doors will be more readily usable by all residents with minimal maintenance requirements. The replacement doors should provide aesthetic improvement and complement the recent cabinet and counter changes made in all units, it was noted.

Delivery of the aforementioned new doors is scheduled to begin on June 28, 2001, with actual installation to be initiated in August, 2001. An estimated project term of three to four months is envisioned for the 557 Pleasant Street, 630 Salem Street, and 120 Mountain Avenue sites. Residents will be afforded ample individual advance notice to minimize personal and building disruption.

Director Daly then reviewed projected expenditures contained within the proposed Annual Plan. It was noted that a unique partnering with the Malden YMCA (83 Pleasant Street, Malden 02148), the Malden Redevelopment Authority (Government Center, Malden, 02148), and the City of Malden (Mayor's Office, Sixth Floor, Government Center, Malden, 02148) was proposed to produce a new, state of the art intergenerational multi-use facility in propinquity to the 120 Mountain Avenue development. This first in the nation cooperative venture will result in a resource valued at in excess of seven million dollars. (The MHA will contribute two million dollars to this endeavor.) Heretofore non-existent opportunities will be made available to MHA elderly, handicapped/disabled, and resident families through operation of this facility.

This community effort will provide a locus for a variety of health service vendors, free memberships for MHA residents, computer training and job readiness programs, remedial and rehabilitation health services and enhanced handicapped access.

Mr. Daly noted the long and productive working relationship the MHA had enjoyed with the Malden YMCA and stated the proposed plan augurs well for continued mutual progress.

Financial leveraging is anticipated from a variety of sources.

Among amenities included in the proposed plan are handicapped/disabled friendly pools, enhanced handicapped parking and access, water aerobics for residents, and expanded learning programs.

Free transportation plans for MHA residents are being formulated for the facility while a project development span of one and one half years culminating in a March 2003 date is anticipated. Director Daly noted the MHA has been in the forefront of efforts to secure quality transportation for residents and that the Mayor's Office has been receptive to expansion of transport for elders and the handicapped/disabled population.

Director Daly added that the remainder of the Annual Fund resources would be kept in reserve to address odd items, unforeseen emergencies, and exigencies throughout the MHA system. Such a reserve will provide for rapid, cost-effective responses to development needs.

No objection to any segments of the proposed plan or the plan in total were registered.

A discussion of other items germane to an improved quality of life within MHA properties ensued.

Among improvements noted were MHA operation of the SERVE Program, which provides quality nutritious foodstuffs at a reduced resident cost and promotes community public service, recent initiatives regarding senior employment through the SCEP Program (AARP, Water Street, Wakefield, Massachusetts), and Mystic Valley's Senior Program and continued outreach to resident populations to whom English was a second language.

Expanded law enforcement efforts as embodied in the TRIAD Program linking MHA seniors, local police, and MHA personnel and the continued utilization of community policing techniques were discussed and universally supported.

Director Daly noted the potential for reduction in extant modernization funding and the Public Housing Drug Elimination Program (PHDEP) grant monies and the implication therein.

Director Daly also promoted expanded resident participation in diverse community activities and reiterated the value of resident participation in the Resident Service and Satisfaction Survey. It was also noted that MHA outreach to emerging minority communities would continue and that the strength of the MHA resident population was in its diversity.

A number of site-specific problems were then reviewed, including noise from closet doors, hot water problems at 120 Mountain Avenue, washing machine irregularities at 557 Pleasant Street, a new canopy and wind shear problems at 630 Salem Street, and various remedial landscaping endeavors and the introduction of pedestrian safety cones at crosswalks.

Commissioner John Brajak then discussed the need for additional strategic security cameras at the 630 Salem Street site in addition to the recent installation of individual unit communication devices. Director Daly stated said issue would be reviewed as to cost, applicability, maintenance, and effectiveness.

Notably, support for local police efforts was evidenced among participants.

Director Daly then reviewed the possibility of enhanced resident safety through implementation of a new entry key system.

Similarly, the importance of denying admittance to anyone seeking building entry who is unknown, insuring that individual unit doors are locked at all times and minimizing crimes of opportunity through prudent safety practices was stressed.

Informed use of the 911 response system in lieu of personal confrontation of any suspicious activity was also discussed.

The issue of nightly closing of community rooms was also reviewed.

Pest problems were then considered. The consensus was that substantial progress had been made. Director Daly noted that immediate response was an MHA goal and that resident attitudes had been supportive of these efforts. (Maintenance crews were cited by attendees for their diligence.)

The issue of safe disposal of syringes, a recent MHA policy priority, was also reviewed.

Relative to the general tenor of matters at the 630 Salem Street development, one resident offered the unsolicited belief that "If you can't live here, you can't live anywhere."

Director Daly encouraged participants to convey any additional views and/or concerns to MHA staff and/or the Central Office. It was noted that submission of written statements and/or comments were also welcomed and would be reviewed and noted in the hearing record.

There being no objections, Director Daly then declared this facet of the hearing process closed subject to additional participant submissions.

The hearing was adjourned at 2:17 P.M.

Addenda

1. Notice of Hearing
2. HUD Resident Survey Announcement
3. Partial Listing of Hearing Attendees, June 7, 2001



Malden Housing Authority

630 Salem Street P. O. Box 365

Malden, Massachusetts 02148-0930

(781) 322-9460 • TDD 1-800-545-1833 x103 (24 hrs) • FAX (781) 322-4838

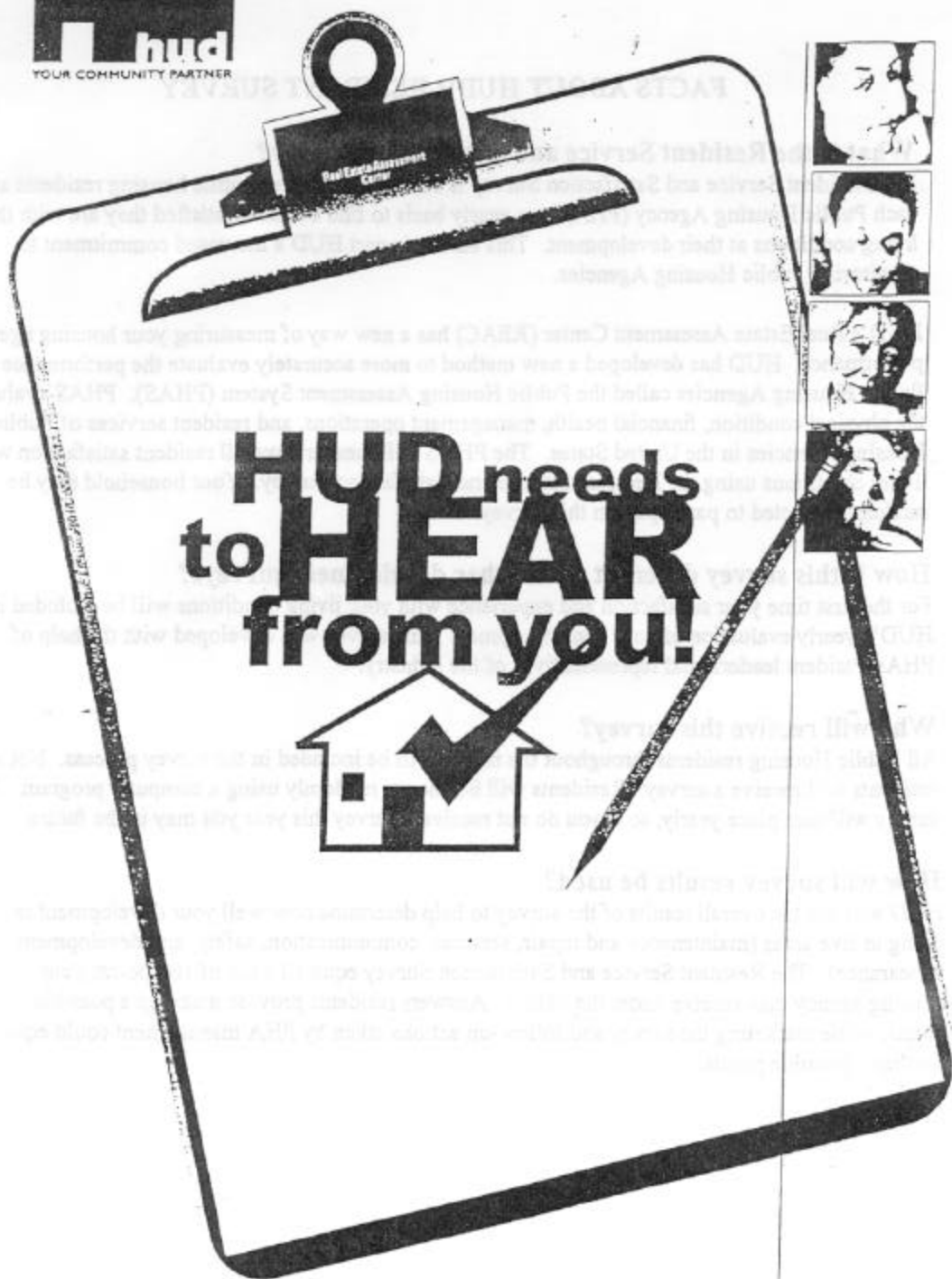


NOTICE OF HEARING

The Malden Housing Authority will conduct a public hearing to discuss and obtain input, comments, and suggestions relative to the completion and submission of its Annual Plan as required of all public housing agencies by the U.S. Department of Housing and Urban Development.


Residents of public housing developments (including the Resident Advisory Board), social service agencies, the Community in general, public officials, and planning advocacy groups, as well as other parties who may have an interest, are invited to attend and offer comments and suggestions.

This hearing will be held on Thursday, June 7, 2001 at 2:00 P.M. in the Community Room at 630 Salem Street, Malden, MA 02148.



If you are selected for the survey,
please complete and
return the "Resident Service
and Satisfaction Survey" to HUD.





FACTS ABOUT HUD's RESIDENT SURVEY

What is the Resident Service and Satisfaction Survey?

The Resident Service and Satisfaction Survey is sent to a sample of public housing residents at each Public Housing Agency (PHA) on a yearly basis to find out how satisfied they are with the living conditions at their development. This survey is part HUD's increased commitment to monitoring Public Housing Agencies.

HUD's Real Estate Assessment Center (REAC) has a new way of measuring your housing agency's performance. HUD has developed a new method to more accurately evaluate the performance of Public Housing Agencies called the Public Housing Assessment System (PHAS). PHAS evaluates the physical condition, financial health, management operations, and resident services of Public Housing Agencies in the United States. The PHAS will measure overall resident satisfaction with living conditions using the Resident Service and Satisfaction Survey. Your household may be randomly selected to participate in this survey.

How is this survey different from other development surveys?

For the first time your satisfaction and experience with your living conditions will be included in HUD's yearly evaluation of your housing agency. This survey was developed with the help of PHAs, resident leaders, and representatives of the industry.

Who will receive this survey?

All Public Housing residents throughout the nation will be included in the survey process. Not all residents will receive a survey. Residents will be chosen randomly using a computer program. The survey will take place yearly, so if you do not receive a survey this year you may in the future.

How will survey results be used?

HUD will use the overall results of the survey to help determine how well your development is doing in five areas (maintenance and repair, services, communication, safety, and development appearance). The Resident Service and Satisfaction Survey equals 10 out of 100 points your housing agency may receive under the PHAS. Answers residents provide make up a possible 5 points, while marketing the survey and follow-up actions taken by PHA management could equal another 5 possible points.



If you are selected for the survey, please complete and return the "Resident Service and Satisfaction Survey" to HUD.



Attendance - Please Sign In.

Edward Beato	218
Betty Shepardson	521
Bernice Abbott	522
Margherite L. Carcano	124
Eva Ross	806
Emil Amisault	224
Mollie Brown	202
Phyllis Mercurio	805
Helen Kilgannon	315
Barbara C. Babine	708
Georgie Bayers	912
Lisa Eldridge	309
Lillian McLaugh	911

Note: Other attendees/participants included
NHA staff and members of the public.

Public Hearing meeting on Development of PHA Annual and Five Year Plan
Meeting held June 7, 2001 in Community room
Meeting started at 2:00 p.m.-concluded at 3:45 p.m.
31 Residents in attendance (see attached sign-in sheet)

Members of the Resident Advisory Board were invited to attend. Those in attendance were: Jack Brajak, 630 Salem Street, Carol Ames, Suffolk Manor, Claire Bannon, 557 Pleasant Street, Ann Bucci, 89 Pearl Street.

Executive Director gave overview of the Five-Year Plan and how it is developed through the Resident Advisory Board, discussion with city officials, Social Service agencies, residents and Commissioners.

Explained the use of federal dollars through the Capital Fund/Modernization Program. Monies used for replacing brick and railings on balconies, plants, walkway lights, new roof on some buildings, new windows in some units that have failed, new rugs, new kitchen cabinets, and new elevator at Pearl Street. Just to name a few. To take care of ongoing issues such as extermination/pest control. How the Housing Authority relies on its residents to inform us of any problems that may exist so they can be fixed for it to be a "better place for you to live."

Informed the residents of the new 7million dollar YMCA that is slated to open in March of 2003. The Housing Authority will "buy a piece" of the "Y" for 2million dollars and in return all Senior Citizens and families in housing will benefit from Olympic size swimming pool or entry pool with walkers or canes, heated pool, Y daycare, Y summer program at no charge. Negotiations with the mayor's office on supplying transportation for residents.

Executive director handed out "Facts about HUD's Resident Survey" sheet s. Explained that there are 900 units in Malden and that 90-95 people will get survey to fill out. Director explained the importance of responding to the survey and how it is used as a planning tool. A quick and prompt response was suggested when filling out the survey. It is to be considered as a constructive criticism on the Housing Authority, which will better utilize financial and human resources that will improve the quality of life for all the residents.

Director opens the floor for discussion: see attached

Meeting 6/17/01 2:00 pm - URM. ROOM C

Attendance

Name	Address	Ap.
Jack Byrd	550 S. Fern	212
Claire Sannon	557 Pleasant St	2
Anne M. Bucci	89 Pearl St	410
Carol Cox	15 Sammett St	
Euse Delia	630 Salem St	
Therese Daly	630 Salem St. #123	
Thomas Schifano	630 Salem St Apt. 8	
Phyllis Mercutio	630 Salem St. 805	
Bernie O'Neill	630 Salem St. 922	
Mollie Brown	630 Salem St	202
Risa Eldridge	630 Salem St. Apt 301	
Emil Amiraulet	630 Salem St	224
Bill Hughes	630 Salem St	817
Jane Crosby	630 Salem St	311
Lillian M. Dough	630 Salem St	311
Shirley Harrington	630 Salem St.	920
DOTTIE DEFLANZ	"	212
Therese Hahn	"	204
Beth Ann Cory	"	916
Eve Ross	630 Salem St.	806
CHARLOTTE Drakey	630 Salem St	923
Rose Rupp	630 Salem St	512
Barbara Babine	630 Salem St	708
Mary Karigianis	630 Salem St.	811
Betty Sheppardson	630 Salem St.	521
Pat Lynch	630 Salem St	403
Bernice Abbott	630 Salem St.	522

Lenny Fish	630 Salem St	Apt. 614
Ruth Roland	630 Salem St	Apt. 821
Barbara Berglund	630 Salem St	Apt. 324
Chris Morrison	630 Salem St	Apt. 519

Recommendation/suggestions/comments

Response from Jack Daly, Jr. Executive Director

Resident-Why maintenance workers don't wear badges or carry I.D?

Response: Good question-will check into it with the Superintendent.

Resident-Can we get Satellite Dish for cable?

Response: Spoke with attorney on this issue. Liability issues if dish blows off balcony.

Resident-Can we put a "X" where visitors should stand to be in full view of camera?

Response: Good idea. Post a sign telling visitors where to stand when resident answers the door.

Resident-Problem with ants coming in off porch.

Response:Speak with Ed in maintenance. Probably needs to be re-caulked.

Resident-Coffee machine in Community room at 557 Pleasant Street near kitchen

Response: Will give vendor Claire's number.

Resident-How long do you have to be here to get the walls painted in your apartment?

Response: No definite amount of time. Depends on the availability of the maintenance department. Put a request in writing to maintenance department or you can do it on your own. The Housing Authority will supply the paint, brushes and drop cloths. It will need to be inspected at the completion of the job.

Resident- Residents propping doors to keep open.

Response: This is discouraged in complexes, but it does happen. If you should see rocks, books or whatever-remove it. If you know who is doing it-report it to us-no names will be used.

Resident- Birds "messaging" on cars.

Response: Working with exterminator on this issue. There is bait on the roof of the building to keep birds away. When work on the balconies start the noise should keep them away.

Resident-Underground parking rules- how do you get a space underground.

Response: Leave it to the maintenance department. The longer you reside in the building determines your eligibility. If you are new you have to wait to move up on list.

Resident: Friday night to Sunday rubbish pick-up.

Response: No disposal of trash on weekends due to safety issues and health issue.

Resident-Clothes left out for pick-up by Big Brothers, Goodwill etc.

Response: Memo will be sent out to residents to have clothes picked up in the maintenance department. If the clothes remain longer than a week in the maintenance department, they will be dropped off at the church.

ATTACHMENT U

EMERGENCY NUMBERS

POLICE AND FIRE DEPARTMENTS - 911

DEVELOPMENTS

630 SALEM STREET
557 PLEASANT STREET
SUFFOLK MANOR
120 MOUNTAIN AVENUE
89 PEARL STREET
FORESTDALE
SPRINGDALE
NEWLAND STREET DEVELOPMENT
LINDEN DEVELOPMENT

YOU ARE AT _____

YOUR FOREMAN IS _____

EMERGENCY TELEPHONE NUMBER FOR THIS BUILDING IS

WATCHMAN

DIRECTORY

WELCOME	PAGE 2
OFFICE HOURS	PAGE 2
MAINTENANCE	PAGE 2
MOVING	PAGE 3
SECURITY	PAGE 3
TRASH	PAGE 4
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INSURANCE	PAGE 5
HEAT/AIR CONDITIONERS	PAGE 5
PARKING	PAGE 5
SAFETY	PAGE 6
FACILITY USAGE	PAGE 6
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DON'Ts	PAGES 9-10
TELEPHONE NUMBERS	PAGES 12-13
SPOTTING ELDER ABUSE SITUATIONS	PAGES 14-15

THE MALDEN HOUSING AUTHORITY BOARD OF COMMISSIONERS AND STAFF WELCOME YOU. WE HOPE THAT YOUR TENANCY WILL BE AN ENJOYABLE EXPERIENCE PROVIDING A HAPPY HOME AND NEW NEIGHBORS AND FRIENDS.

YOUR APARTMENT HAS BEEN RENOVATED, CLEANED AND PAINTED TO PROVIDE YOU WITH A SAFE AND SANITARY ENVIRONMENT. IT IS YOUR RESPONSIBILITY TO KEEP IT CLEAN. AN ANNUAL INSPECTION OF YOUR APARTMENT WILL BE CONDUCTED WITH PROPER NOTICE.

OFFICE HOURS

THE CENTRAL OFFICE AT 630 SALEM STREET AND THE SATELLITE OFFICES AT 90 PLAINFIELD AVENUE AND 275 NEWLAND STREET ARE OPEN MONDAY, WEDNESDAY, AND THURSDAY FROM 8:30 A.M. TO 4:00 P.M. ON TUESDAY, OFFICE HOURS ARE 8:30 A.M. TO 7:00 P.M., AND ON FRIDAY, FROM 8:30 A.M. TO 12:30 P.M. THE OFFICES ARE CLOSED ON WEEKENDS AND HOLIDAYS. TELEPHONE NUMBERS ARE AS FOLLOWS: MAIN NUMBER 322-9460; LINDEN OFFICE 321-1380; NEWLAND STREET OFFICE 321-1383.

MAINTENANCE

MAINTENANCE CREW HOURS ARE 7:30 A.M. TO 4:00 P.M. THESE EMPLOYEES ARE RESPONSIBLE FOR REPAIRS AND MAINTENANCE SERVICES WITHIN THE BUILDINGS AND UPON MHA PROPERTIES.

REQUESTS FOR MAINTENANCE REPAIR OR SERVICE SHOULD BE

MADE TO THE CENTRAL OFFICE AT 322-9460 EXCEPT FOR THE NEWLAND STREET AND LINDEN DEVELOPMENTS. CALL THESE TWO SITE OFFICES DIRECTLY (SEE ABOVE). IN EMERGENCY CASES ONLY, THE MAINTENANCE CREW WILL BE ALLOWED TO ENTER YOUR APARTMENT IF NO ONE IS AT HOME.

3

MOVING INTO YOUR NEW APARTMENT

BEFORE YOU MOVE POSSESSIONS INTO YOUR NEW APARTMENT, PLEASE NOTIFY THE BUILDING FOREMAN OF THE **TIME AND DATE** YOU WILL BE MOVING.

MOVING IS PROHIBITED BEFORE 9:00 A.M. AND AFTER 9:00 P.M. PLEASE RESPECT THE RIGHTS OF OTHER TENANTS WHEN MOVING AND USE THE MOVING PADS AVAILABLE.

EMERGENCY SWITCHES AND SECURITY

ALL ELDERLY APARTMENTS ARE EQUIPPED WITH EMERGENCY BELLS OR SWITCHES WHICH ARE LOCATED IN THE BATHROOM AND BEDROOM.

SECURITY

THE HIGH-RISE BUILDINGS ARE EQUIPPED WITH AN INTERCOM SYSTEM FOR YOUR PROTECTION. SOME BUILDINGS ALSO HAVE SPECIAL COMPUTER KEYS THAT CANNOT BE DUPLICATED. SOME BUILDINGS HAVE A CLOSED CIRCUIT TV CHANNEL THAT ENABLES YOU TO VIEW POTENTIAL VISITORS.

ALL OF THESE SECURITY MEASURES WERE INSTALLED FOR YOUR PROTECTION, BUT A BUILDING IS ONLY AS SAFE AS YOU MAKE IT. PLEASE DO NOT ALLOW STRANGERS INTO BUILDINGS.

PLEASE REPORT ANY SECURITY PROBLEMS IMMEDIATELY TO THE BUILDING FOREMAN AND/OR CENTRAL OFFICE, NEWLAND STREET OR LINDEN OFFICES. KEEP YOUR DOORS LOCKED AT ALL TIMES.

3

TRASH

AT FORESTDALE AND SUFFOLK MANOR, TRASH PICKUP DAYS ARE MONDAY, WEDNESDAY AND FRIDAY. ALL TRASH IS TO BE PUT IN BAGS (PLASTIC PREFERRED), TIED, AND PUT OUT THE MORNING OF THE PICKUP. TRASH COLLECTION AT THE NEWLAND STREET AND LINDEN DEVELOPMENTS IS CURBSIDE. PLEASE PUT YOUR SECURED WASTE OUT ON THE MORNING OF THE SCHEDULED PICKUP.

HIGH-RISE TRASH

PLEASE PUT ALL TRASH INTO THE COMPACTOR CHUTES LOCATED ON EACH FLOOR. GARBAGE SHOULD BE PLACED IN AN ADDITIONAL BAG BEFORE BEING INCLUDED WITH TRASH. NO TRASH IS TO BE LEFT IN THE HALLWAYS.

PLEASE DO NOT THROW THE FOLLOWING ITEMS DOWN THE COMPACTOR CHUTE: COAT HANGERS, GLASS, NEWSPAPERS, SHARP ITEMS, SYRINGES, LARGE BOOKS AND LARGE ITEMS OF CLOTHING. THESE ITEMS ARE TO BE LEFT IN THE TRASH ROOM NEATLY AND WILL BE DISPOSED OF BY THE MAINTENANCE CREW.

TRASH ROOM DOORS ARE OPEN MONDAY THROUGH FRIDAY FROM 7:30 A.M. TO 3:00 P.M. WHEN THE TRASH ROOM IS CLOSED AND LOCKED, ALL TRASH IS TO BE KEPT IN YOUR APARTMENT UNTIL THE NEXT WORKING DAY. THIS INCLUDES DAILY, WEEKEND AND HOLIDAY TRASH.

LOCKOUTS AND EMERGENCIES

EACH COMPLEX HAS A DESIGNATED PERSON TO RESPOND TO LOCKOUTS AND EMERGENCIES AFTER 4:00 P.M. DAILY, WEEKENDS AND HOLIDAYS. THE TELEPHONE NUMBER IS LISTED ON THE FIRST PAGE OF THIS BOOKLET. PLEASE DO NOT ABUSE THIS SERVICE.

4

HEAT

THE HEAT AND AIR-CIRCULATING FANS ARE CONTROLLED BY COMPUTER, EXCEPTING NEWLAND STREET AND LINDEN DEVELOPMENTS. THE HEAT IS PROGRAMMED TO MAINTAIN A 72 TO 74 DEGREE TEMPERATURE. THE FANS ARE PROGRAMMED TO GO ON AND OFF SEVERAL TIMES A DAY. THE HEAT IS TURNED ON IN ALL ELDERLY COMPLEXES SEPTEMBER 15TH.

AIR CONDITIONERS

AIR CONDITIONERS ARE PERMITTED AND WILL BE INSTALLED BY THE MAINTENANCE CREW IN MAY AND REMOVED IN SEPTEMBER. AN ADDITIONAL CHARGE WILL BE ADDED TO YOUR RENT FOR THE MONTHS OF JUNE, JULY AND AUGUST FOR AIR CONDITIONER UTILITY COSTS. (THERE IS NO ADDITIONAL CHARGE FOR RESIDENTS OF FORESTDALE AND SPRINGDALE.)

PARKING

UNINSURED, UNREGISTERED AND INOPERABLE VEHICLES ARE NOT ALLOWED ON MHA PROPERTIES.

A MALDEN HOUSING AUTHORITY PARKING STICKER IS REQUIRED FOR ALL RESIDENT VEHICLES.

RENTER'S INSURANCE

THE MALDEN HOUSING AUTHORITY DOES NOT PROVIDE INSURANCE COVERAGE FOR YOUR PERSONAL ITEMS. YOU MAY CONSIDER RENTER'S INSURANCE FOR PROPERTY AND LIABILITY COVERAGE.

GUESTS ARE URGED TO PARK ON THE STREET AND NOT BLOCK OR USE RESIDENT SERVICES.

PUBLIC SAFETY, FIRE SAFETY

RESIDENTS SHOULD REGISTER THEIR VEHICLES AT THEIR RESPECTIVE DEVELOPMENT OFFICES AND OBSERVE ALL REGULATIONS REGARDING PARKING FOR THAT DEVELOPMENT.

5

PLEASE OBSERVE THE SAFETY REGULATIONS FOR YOUR PARTICULAR DEVELOPMENT.

COOKING GRILLS ARE NOT ALLOWED ON ANY BALCONIES OR UNDER ROOF AREAS.

STORAGE OF DANGEROUS ITEMS, REDEEMABLE BOTTLES/CANS IN SIGNIFICANT QUANTITIES OR OTHER ITEMS WHICH MAY POSE HEALTH OR SAFETY HAZARDS IS NOT PERMITTED.

SMOKE DETECTORS ARE MANDATORY. DO NOT DISMANTLE THESE ALARMS. SHOULD YOUR DETECTOR NOT OPERATE, CALL EITHER THE CENTRAL OFFICE OR THE NEWLAND STREET AND LINDEN OFFICES RESPECTIVELY.

USE OF FACILITIES

USE OF MALDEN HOUSING AUTHORITY FACILITIES

(COMMUNITY ROOMS, LIBRARY, ETC.) IS ENCOURAGED. PLEASE AVOID CONFLICTS BY SCHEDULING EVENTS WITH THE MAIN OFFICE (322-9460). FACILITIES MUST BE LEFT IN A CLEAN AND ORDERLY CONDITION. PLEASE DO NOT REMOVE ANY FURNITURE FROM COMMON AREAS IN YOUR BUILDING.

GUESTS

OVERNIGHT GUESTS ARE PERMITTED FOR TWO WEEKS ONLY DURING ANY SIX-MONTH PERIOD.

ALL GUESTS ARE TO BE REGISTERED WITH THE CENTRAL OFFICE OR THE NEWLAND STREET AND THE LINDEN DEVELOPMENTS RESPECTIVELY.

6

DOs AND DON'Ts

DOs

1. REPORT ALL WATER LEAKS, ELECTRICAL AND SAFETY PROBLEMS IMMEDIATELY TO THE CENTRAL OFFICE OR YOUR MAINTENANCE CREW. ORDINARY MAINTENANCE REPAIRS WILL BE MADE AS SOON AS POSSIBLE.
2. ENSURE THAT ALL DOORS ARE CLOSED AND LOCKED BEHIND YOU WHEN ENTERING OR LEAVING THE BUILDING OR YOUR APARTMENT.
3. PROTECT YOUR KEYS. BUILDING OR DEVELOPMENT.
7. COOPERATE WITH MAINTENANCE CREWS DURING SNOW REMOVAL IN THE PARKING LOT.
8. INFORM YOUR GUESTS THAT YOU ARE RESPONSIBLE FOR THEIR ACTIONS.
9. CONSIDER USING DIRECT DEPOSIT REGARDING YOUR

4. USE THE INTERCOM SYSTEM; ASK WHO IS AT THE DOOR BEFORE ALLOWING ANYONE ENTRANCE TO THE BUILDING.
5. RESPECT YOUR NEIGHBORS.
6. PARTICIPATE IN THE ACTIVITIES WITHIN YOUR
10. REPORT CHANGES IN YOUR INCOME AND FAMILY COMPOSITION TO THE CENTRAL OFFICE AND/OR THE NEWLAND STREET AND LINDEN DEVELOPMENTS RESPECTIVELY SO THAT ADJUSTMENTS CAN BE MADE. FAILURE TO DISCLOSE INCREASED INCOME OR HOUSING STATUS VIOLATES YOUR LEASE AND IS FRAUDULENT.
11. FILL OUT AND UPDATE EMERGENCY DATA FORMS. THIS INFORMATION IS KEPT CONFIDENTIAL.
12. PAY RENT ON TIME.

FINANCES.

DON'Ts

1. DON'T HANG MOPS, CLOTHING OR ANYTHING FROM BALCONY RAILINGS. DON'T CLUTTER BALCONIES OR STORE ITEMS WHICH MAY FALL OR BE BLOWN AWAY.
2. DON'T PLAY RADIOS, TELEVISIONS, OR STEREOS TOO LOUDLY. USE EARPHONES TO AUGMENT YOUR HEARING.
3. DON'T FEED PIGEONS OR ANY OTHER BIRDS OR ANIMALS.
4. DON'T LET VISITING CHILDREN PLAY WITH ELEVATORS, RUN IN HALLWAYS, OR ENGAGE IN UNSUPERVISED BEHAVIOR.
5. DON'T LEAVE TRASH IN HALLWAYS OR PUT TRASH IN LAUNDRY RECEPTACLES.

6. DON'T ALLOW ANIMALS INTO BUILDINGS EXCEPT FOR THOSE OWNED BY TENANTS.
7. DON'T HANG PICTURES, MIRRORS OR OTHER OBJECTS ON WALLS. THE MAINTENANCE CREW WILL HANDLE THESE ITEMS FOR YOU. (THIS DOES NOT APPLY TO NEWLAND STREET AND LINDEN DEVELOPMENTS.)
8. DON'T ALLOW NON-RESIDENTS USE OF LAUNDRY WASHERS AND DRYERS. USE ONE WASHER OR DRYER AT A TIME.
9. DON'T EMPTY LAUNDRY LINT FILTERS INTO SINK OR ONTO THE FLOOR; USE THE BARRELS PROVIDED FOR THIS PURPOSE.

10. DON'T VIOLATE YOUR LEASE BY ALLOWING OTHERS UNWARRANTED USE OF YOUR APARTMENT.
11. DON'T ENGAGE IN ANY COMMERCIAL ENTERPRISE ON OR WITHIN PROPERTIES OF THE MALDEN HOUSING AUTHORITY.
12. DON'T USE, POSSESS, BUY, OR SELL DRUGS ON ANY PROPERTIES OF THE MALDEN HOUSING AUTHORITY. THE MALDEN HOUSING AUTHORITY HAS ADOPTED A "ONE STRIKE AND YOU'RE OUT" POLICY REGARDING ILLEGAL DRUG ACTIVITY ON OR WITHIN ITS PROPERTIES. THERE IS ZERO TOLERANCE FOR ANY DRUG-RELATED BEHAVIOR.

NOTES

IMPORTANT TELEPHONE NUMBERS

(ALL LISTINGS ARE IN MALDEN UNLESS OTHERWISE NOTED)

911 IS YOUR UNIVERSAL CALL SYSTEM FOR MALDEN POLICE,
FIRE, AND AMBULANCES.

MALDEN COUNCIL ON AGING (GOVERNMENT CENTER)
200 PLEASANT STREET
SERVICES AND REFERRALS (781) 397-7144

MYSTIC VALLEY ELDER SERVICES
300 COMMERCIAL STREET
SERVICES, MEALS, AND REFERRALS, SERVICES FOR ELDERS AT
RISK OR VICTIMS OF ABUSE
(781) 324-7705

MALDEN POLICE DOMESTIC VIOLENCE UNIT
POLICE STATION, 200 PLEASANT STREET
(781) 397-7181

SERVICES AGAINST FAMILY VIOLENCE HOTLINE (24 HOURS)
(781) 324-2221

MAYOR'S OFFICE (GOVERNMENT CENTER)
200 PLEASANT STREET

TRI-CITY COMMUNITY ACTION PROGRAM
110 PLEASANT STREET
(781) 322-4125

SOCIAL SECURITY ADMINISTRATION
(GOVERNMENT CENTER)
200 PLEASANT STREET
(781) 388-7100 OR 1-800-772-1213

11

(781) 397-7000

REGISTRAR OF VOTERS OFFICE (GOVERNMENT CENTER)
200 PLEASANT STREET
(VOTER REGISTRATION, ETC.)
(781) 397-7113

POISON CONTROL CENTER, BOSTON
(617) 232-2120

MALDEN POLICE CRIME/DRUG HOTLINE
AT THIS NUMBER, YOU WILL GET A RECORDING. YOU DO NOT
HAVE TO GIVE YOUR NAME. IF YOU HAVE INFORMATION,
PLEASE GIVE THE NAME AND ADDRESS OF THE SUSPECT,
DATES AND TIMES OF ANY ACTIVITY, AND THE LICENSE PLATE
NUMBER OF ANY AUTOMOBILES INVOLVED IN ANY ILLEGAL
ACTIVITY. (781) 322-1300

12

MALDEN PUBLIC LIBRARY
36 SALEM STREET
(781) 324-0218

IMMIGRANT LEARNING CENTER, INC.
442 MAIN STREET
LANGUAGE AND VOCATIONAL SKILLS
(781) 322-9777

TRI-CITY MENTAL HEALTH
EMERGENCY NUMBER 1-800-988-1111

13

SPOTTING ELDER ABUSE SITUATIONS

THE MASSACHUSETTS LAW (MGL CHAPTER 19A SECTIONS 14-26) DEFINES ELDER ABUSE AS ACTS OR OMISSIONS RESULTING IN SERIOUS PHYSICAL, SEXUAL, OR EMOTIONAL INJURY, OR FINANCIAL LOSS TO AN ELDER. ELDER ABUSE INCLUDES: PHYSICAL ABUSE, SEXUAL ABUSE, EMOTIONAL ABUSE, CARETAKER NEGLECT, AND FINANCIAL EXPLOITATION.

WHO IS PROTECTED?

ALL PEOPLE 60 YEARS OLD AND OLDER LIVING IN THE COMMUNITY ARE PROTECTED UNDER THIS LAW.

WHO CAN REPORT ELDER ABUSE?

ANYONE WHO HAS REASONABLE CAUSE TO BELIEVE AN ELDER HAS BEEN ABUSED MAY MAKE A REPORT OF ELDER ABUSE. THE IDENTIFY OF THE REPORTER IS ALWAYS KEPT CONFIDENTIAL.

WHO MUST REPORT ELDER ABUSE?

MANDATED REPORTERS MUST REPORT ELDER ABUSE. MANDATED REPORTERS WHO FAIL TO REPORT ELDER ABUSE MAY BE SUBJECT TO A FINE.

WHO ARE MANDATED REPORTERS - PHYSICIANS, MEDICAL INTERNS, DENTISTS, CORONERS, PODIATRISTS, OSTEOPATHS, PHYSICIAN ASSISTANTS, SOCIAL WORKERS, NURSES, OCCUPATIONAL AND PHYSICAL THERAPISTS, PSYCHOLOGISTS, FAMILY COUNSELORS, FIREFIGHTERS, POLICE AND PROBATION OFFICERS, EMERGENCY MEDICAL TECHNICIANS, EXECUTIVE DIRECTORS OF HOME HEALTH AIDE AND HOMEMAKER AGENCIES, CASE MANAGERS, HEALTH AIDES, AND HOMEMAKERS, AND MANAGERS OF ASSISTED LIVING RESIDENCES ARE ALL MANDATED REPORTERS.

HOW DO I REPORT ELDER ABUSE?

YOU CAN CALL THE ELDER ABUSE HOTLINE 24 HOURS A DAY,

SEVEN DAYS A WEEK, TO MAKE A REPORT. THE HOTLINE WILL CONTACT ONE OF THE 27 LOCAL DESIGNATED ELDER PROTECTIVE SERVICES AGENCIES TO RESPOND TO APPROPRIATE REPORTS. YOU CAN ALSO MAKE REPORTS DIRECTLY TO THE LOCAL ELDER PROTECTIVE SERVICES AGENCY IN YOUR AREA. IN MALDEN, THAT AGENCY WOULD

BE THE MYSTIC VALLEY ELDER SERVICES, 300 COMMERCIAL STREET, MALDEN. HOTLINE 1-800-922-2275.

WHAT ABOUT LIABILITY?

NO MANDATED REPORTER IS LIABLE IN ANY CIVIL OR CRIMINAL ACTION BY REASON OF SUBMITTING A REPORT TO PROTECTIVE SERVICES. ALSO, NO OTHER PERSON MAKING A REPORT IS LIABLE IN ANY CIVIL OR CRIMINAL ACTION IF THE REPORT IS MADE IN GOOD FAITH (WITHOUT MALICIOUS INTENT).

WHAT HAPPENS THEN?

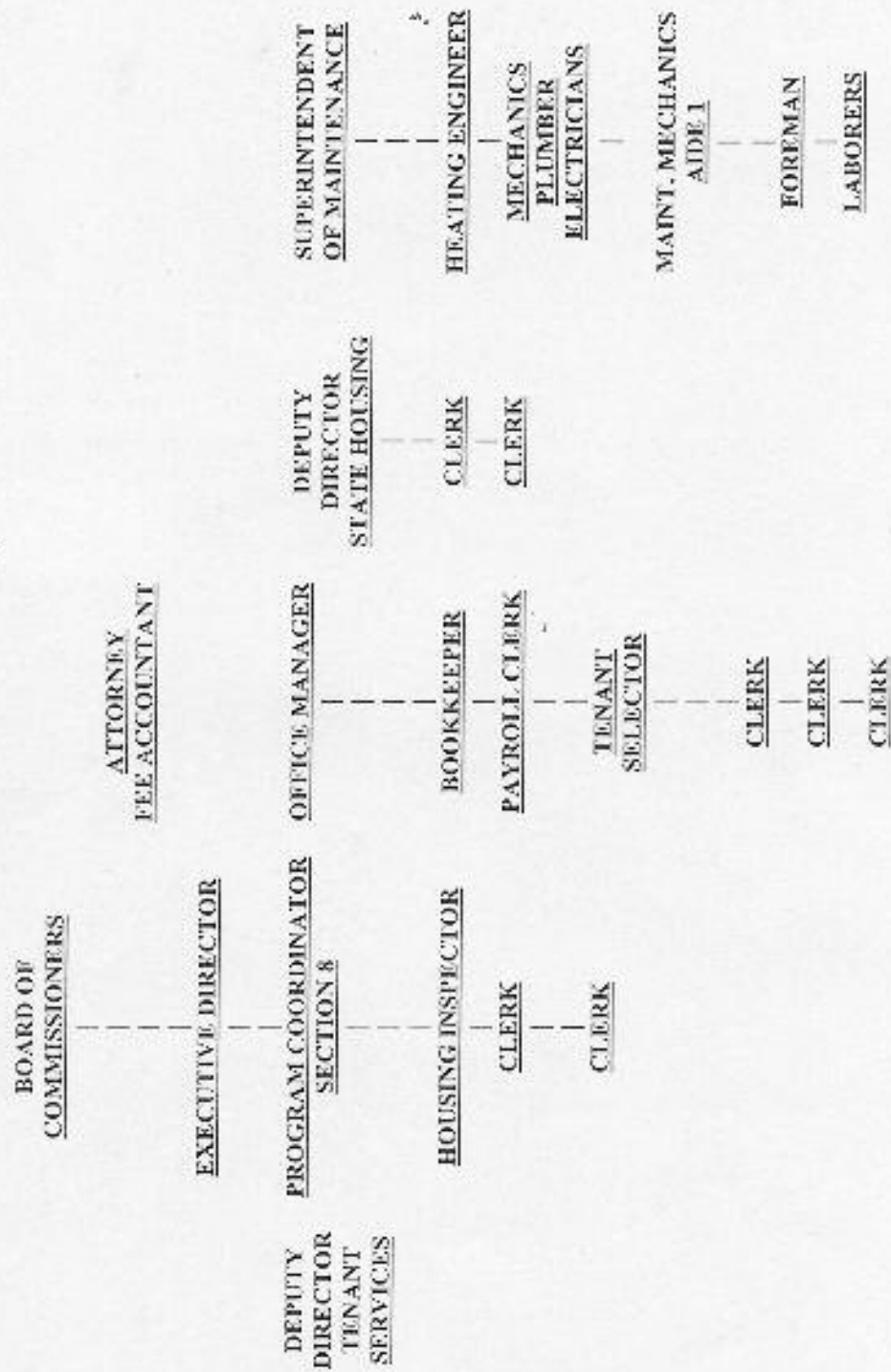
A PROTECTIVE SERVICES CASEWORKER IS ASSIGNED TO INVESTIGATE THE SITUATION. THE CASEWORKER DETERMINES WHETHER ABUSE IS PRESENT AND THE NATURE AND EXTENT OF THE ABUSE. IF ABUSE IS CONFIRMED, THE CASEWORKER WILL OFFER THE ELDER A CHOICE OF SERVICES DESIGNED TO ALLEVIATE OR END THE ABUSE.

WHAT ARE PROTECTIVE SERVICES? PROTECTIVE SERVICES ARE SERVICES DESIGNED TO ELIMINATE OR ALLEVIATE THE ABUSE OF AN ELDER. CASEWORKERS WORK IN CONJUNCTION WITH COMMUNITY AGENCIES PROVIDING HEALTH, MENTAL HEALTH, LEGAL, AND SOCIAL SERVICES.

FOR MORE INFORMATION, CONTACT THE EXECUTIVE OFFICE OF ELDER AFFAIRS, 1 ASHBURTON PLACE, BOSTON.

ATTACHMENT V

ORGANIZATIONAL CHART OF
THE MALDEN HOUSING AUTHORITY



POLICY

Administration of a Community Service and Economic Self-Sufficiency Program

In order to comply with 27CFR Part 960 Subpart F 960.605, the Malden Housing Authority will review data currently on file of all adult (18 – 62 years) members of households residing in the federal family units under the jurisdiction of the Malden Housing Authority.

Those individuals who do not meet the exempt status as outlined below shall be sent a copy of the regulation and a notice of a meeting to discuss the regulation and its implementation.

Residents will be informed that exemption may be confirmed by any of the following third party forms of verification: doctor's letter(s), employer's letter, birth certificate, social security award letter, letter from DTA, letter from self-sufficiency program(s).

Residents will be notified that the community service and self-sufficiency requirement will go into effect on June 15, 2001 and will continue until further notice from the federal government.

Residents will be made aware of the fact that non-compliance with these regulations is subject to the Malden Housing Authority's administrative grievance procedure and that, unless the resident enters into an agreement to correct the non-compliance, the lease of the family of which the non-compliant adult is a member may not be renewed. If the non-compliant adult moves from the unit, however, the lease may be renewed.

Prior to the expiration of the lease term, the Malden Housing Authority will offer the resident an opportunity to cure the noncompliance during the next twelve month period; such a cure includes a written agreement by the noncompliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the 12 month term of the lease.

Community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance

resident self-sufficiency, or/and increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded.

The Economic Self-Sufficiency Program is any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, employment training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In implementing the community service agreement, the Malden Housing Authority will not replace a job at any location where community work requirements are performed.

The Malden Housing Authority will administer the community service directly and will ensure that the programs are accessible to persons with disabilities.

The Malden Housing Authority will annually review and determine the compliance of residents with the requirements at least 30 days before the lease term expires. The Malden Housing Authority will determine any changes to each adult family member's exempt or nonexempt status on an annual basis.

The Malden Housing Authority shall retain reasonable documentation of community service participation or exemption in participant files.

In operating these programs, the Malden Housing Authority will comply with the civil rights requirements in 24 CFR part 5.

The Malden Housing Authority may amend this policy by a majority vote of the Malden Housing Authority Board of Commissioners.

An exempt individual is an adult who:

1. is 62 years or older;
2. (i) is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or
(ii) is a primary caretaker of such individual;
3. is engaged in work activities;

4. meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or
5. is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Approved Bd Meeting

6/12/01

JRD Jr.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary									
PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund Program Grant No: CFP MA06P02250100 Replacement Housing Factor Grant No:			Federal FY of Grant: FY2000				
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 3/31 <input type="checkbox"/> Final Performance and Evaluation Report									
Summary by Development Account		2001			Total Estimated Cost		Total Actual Cost		
Line No.		Original	Revised	Obligated	Expended				
1	Total non-CFP Funds	0		0	0				
2	1406 Operations	0		0	0				
3	1408 Management Improvements	7,000		7,000	0				
4	1410 Administration	45,000		45,000	0				
5	1411 Audit	0		0	0				
6	1415 Liquidated Damages	0		0	0				
7	1430 Fees and Costs	100,000		100,000	16,604.58				
8	1440 Site Acquisition	0		0	0				
9	1450 Site Improvement	0		0	0				
10	1460 Dwelling Structures	2,002,710		978,349	2,085				
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0				
12	1470 Nondwelling Structures	10,000		10,000	0				
13	1475 Nondwelling Equipment	0		0	0				
14	1485 Demolition	0		0	0				
15	1490 Replacement Reserve	0		0	0				
16	1492 Moving to Work Demonstration	0		0	0				
17	1495.1 Relocation Costs	0		0	0				
18	1499 Development Activities	0		0	0				
19	1501 Collateralization or Debt Service	0		0	0				
20	1502 Contingency	0		0	0				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P02250100 Replacement Housing Factor Grant No:		Federal FY of Grant: FY2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/01 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 - 20)	2,164,710			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security - Soft Costs	0			
25	Amount of Line 21 Related to Security - Hard Costs	7,000			
26	Amount of line 21 Related to Energy Conservation Measures	0			
Total Actual Cost					

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name:

Malden Housing Authority

Grant Type and Number
Capital Fund Program Grant No: MA06
Replacement Housing Factor Grant No:

Federal FY of Grant:
FY2000

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA 22-1	Replacement of Roofs	1460	62 buildings	625,000				work to begin in May
MA 22-3	Replacement of bi-fold doors	1460	217 units	229,361				bids due in June
MA 22-5	Replacement of bi-fold doors	1460	124 units	125,000				bids due in June
MA 22-6	Replacement of bi-fold doors	1460	172 units	150,000				bids due in June
MA 22-6	Installation of Fire Suppression	1460	172 units	250,000				Reviewing with Fire Dept.
MA 22-9	Installation of Fire Suppression	1460	110 units	250,000				
MA 22-9	Replacement of Roof	1460		225,000				Contract Award.
MA 22-9 (scattered sites)	Replacement of Roofs	1460	8 buildings	128,349				Contract has been awarded
HA-wide	Extermination	1460	997 units	20,000				Ongoing
MA 22-1	Replace Community Room Doors	1470	2 doors	10,000				Contract has been awarded

ATTACHMENT Z

Component 3, (6) Deconcentration and Income Mixing

- a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]